Fitchburg State College Student Handbook 1989-1990

Take The Challenge

Fitchburg
STATE COLLEGE

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Welcome to Fitchburg State College!

We're glad that you have chosen Fitchburg State as your College. Students just starting classes at the College often have questions - questions about student activities on campus, residence halls, and finding support services. With the exception of information on courses and programs of study, you should find the answers to just about all of your questions about Fitchburg State within this handbook. We have also included a calendar with some important dates (drop/add deadlines, final examinations, athletic events) for your convenience. We hope that you will find this handbook useful and refer to it often throughout the year.

We also hope that your years at Fitchburg State College will be all you want them to be, and that you will take advantage of all the opportunities available at YOUR College. Good Luck!

Provided by: The Division of Student Affairs, and the Fitchburg State College Student Government Association

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Academic Policies

Academic Policies

This section has been written primarily to make Academic policies clear and close at hand.

Contact one of the following if a policy doesn't seem clear to you:

- Your Faculty Advisor
- The Academic Advising Center
- The Registrar's Office
- The Dean of Undergraduate Studies

Scheduling Courses

About the eleventh week of each semester, you may pick your courses for the following semester. You will receive a master class schedule through the campus mailboxes and from that you should develop your own conflict-free schedule.

You then make an appointment with your advisor to fill out your **Course Registration Form**. You can obtain this form only from your advisor and it must be filled out and signed by her/him. You will be given a date and time for your registration processing.

You should remember the following;

1. You must bring your signed **Course Registration Form** to your registration appointment in order to register for the following semester.
2. You should take time with your advisor to select alternative course choices on your **Course Registration Form** in case some classes you want are filled.
3. Do not cut a class to register. You can register at your appointed time or any time after that, but not before.
4. On-line registration is a quick process and you will receive your course confirmation slip at that time.

Determining Semester Credit Load

In order to graduate in four years, most full-time students take a Standard Credit Load of at least 15 credits a semester to

fulfill the 120 credits necessary for a degree (15 credits x 8 semesters [4 years] - 120 credits). If you find you might drop below 12 credits, then you should go to Academic Affairs to discuss your educational plans.

If at any time during the semester you drop below 12-credits, your status will change from full-time to part-time **and** your housing, financial aid, health insurance, athletic eligibility, and Dean's List eligibility may be jeopardized.

If you want to take more than 18 credits in one semester you must have the approval of Academic Affairs and your faculty advisor.

Hints for Adding and Dropping

During the first two weeks of the semester you may drop or add a course(s) by filling out the proper card (available in your department) and presenting it to your advisor's secretary during posted hours. The secretary will input your requests and give you a new course confirmation sheet. This process, designed to save you time and effort, makes **you** responsible for any changes from your advisor approved schedule. You should confer with your advisor prior to making any changes that may affect your regular progress toward graduation.

By the end of the add/drop period you must be registered for at least 12 credits to be considered for a full-time student. Full-time or part-time status for the semester is determined at this point. All students are encouraged to take fifteen credits per semester.

Withdrawing From a Course

After the two-week add/drop period you still have until the midpoint of the semester (usually the end of the eighth week of classes) to withdraw from a class.

If you drop a class after the add/drop period but before the midpoint of the semester, you will have "withdrawn" from the class and will receive a grade of "W" for the course. You may take the course again and finish it, but the original "W" will remain on your transcript.

To withdraw, you **must** fill out a **Course Withdrawal Form,** which you can get from the Registrar's Office. You must then go to the professor from whose course you are withdrawing, get his/her signature on the form, have your faculty advisor sign it, sign the form yourself, and return it to the Registrar's Office.

If a withdrawal from a course results in your carrying less that 12 credits for the rest of the semester, you should speak with your advisor or department chair, or visit the Academic Advising Center before you complete the withdrawal.

Hints on Withdrawing

You may want to consider withdrawing from a course if:

- you are doing poorly and do not want to risk failing or getting a low grade.
- the time you put into the course is affecting the quality of the work in your professional or degree-related courses.

You may also consider auditing the remainder of the course after you withdraw so you can perform better if you plan to retake the course in the future.

Receiving a Grade of Incomplete

A professor may be willing to give you a grade of incomplete (INC) on the grade report if you are unable to finish all the course work before the end of the semester.

If you are ill, have an accident or a family emergency, you may receive an INC. In addition, 80 percent of your course work must be finished at the time you stop attending class.

During the first four weeks of the following semester you must make up all the classes and take any exams that you missed while you were gone. The professor who gave you the INC grade will expect you to see him/her as soon as you return to school. If you don't make up the work and exams within those first four weeks, you will receive a 0.0 for the course.

Retaking a Failed Course

You may take a course over **only** if you receive a 0.0 on your

grade report. When you retake a course and receive a passing grade, the 0.0 is lined out on your records and the passing grade is recorded.

Petitioning For a Grade Change

If you believe one of your professors or the Registrar made a mistake in recording your grade, you should approach the professor and bring the error to his/her attention.

If the professor agrees that a mistake has been made, he/she must fill out a **Grade Change Form** at the Registrar's Office, get the signature of his/her Department Chairperson and Academic Affairs then, return the form to the Registrar.

Should you be in disagreement with a professor about a grade he/she gave you, gather all your coursework and other materials the grade was based on and approach the professor with your complaint.

If you cannot resolve the complaint with the professor, approach the professor's Department Chairperson with all your coursework and present your argument for a change of grade. You should be able to resolve the situation at this point.

Academic Affairs should be contacted after you have gone through the above steps and have not been able to resolve the matter. Present your case to Academic Affairs along with your coursework and a copy of your professor's grading policy.

The **Grade Change Petition** process should be initiated by you very early in the semester, preferably during the first week of classes.

Auditing a Course

You may audit a course without being registered for it as long as the professor doesn't mind.
When auditing a course, the professor may or may not require you to do the classwork or take exams. Audited courses do not appear on your official transcript.

Changing Your Major

If you want to change your major you should first speak to the Chairperson of the department you are interested in entering and convince him/her of your sincerity in switching over to that department. Be aware that some majors (such as Business Administration, Nursing or Communications) are much more difficult to transfer into than others.

If that Chairperson approves the change to his/her department, get a **Major Change Form** from the Registrar's Office. You must bring the form to your current faculty advisor and current Department Chairperson for them to sign. Your records will then be sent to the new department.

Next, have the Chairperson of the department you are entering sign the **Major Change Form.** Then, the new Department Chairperson will assign you an advisor. Remember to sign the form yourself and return it to the Registrar's Office.

Withdrawing From the College

If you are thinking about leaving school for a semester or permanently, the Vice President for Student Affairs, Academic Affairs or representatives from the A.I.D. Office will be glad to offer advice and information about withdrawal.

Please note that Residence Hall students **must** contact the Director of Residence Life first when contemplating withdrawal so you may discuss breaking your housing contract.

Completing the proper procedures and paper work necessary for withdrawal will help you return to the College with a minimum of difficulty. Readmission is not guaranteed and is based on enrollment at the time.

If you officially withdraw after the end of the eighth week of classes (the end of the withdrawal period), you will receive a 0.0 in all your courses. This is still better than not officially withdrawing; an official withdrawal will look better on your record if you decide to return to school in the future. If you withdraw before the end of the Add Drop period, you will receive no grades.

Illness, injury, or personal emergency are circumstances that may allow you to withdraw from the College after the end of the eighth week of classes. If you find you must withdraw after the eighth week for one of these reasons, contact Academic Affairs as soon as possible.

Many professors refer to their course attendance records when determining grades so if you must take a prolonged absence from classes, you should notify your instructors and place a record of the absence on file in the Student Affairs Office. This is only a record of the absence not an excused absence.

Academic Probation/Suspension

You will be put on academic probation or suspension if you do not maintain an acceptable Semester Average or Cumulative Average.

Your Semester Average and Cumulative Average are determined after your professors submit your semester grades to the Registrar. Your Semester Average is calculated by averaging these grades together.

Your Cum Average is then calculated by averaging your new grades with your grades from past semesters. Your Semester Average and Cum Average are printed near the bottom of your grade report.

Your total credits are labelled "Cum Cr Pas" on your grade report and are printed between your Semester Average and Cum Average.

Credits	Class	Minimum Required Average
0-29	Freshman	1.6
30-59	Sophomore	1.8
60-89	Junior	2.0
90 +	Senior	2.0

If, for instance, your grade report shows you have earned 29 or fewer credits, then you are considered to be a Freshman. The acceptable Semester Average and Cum Average you must obtain as a Freshman is 1.6. If either your Semester Average or Cum Average fall below 1.6 you will be put on academic probation for the following semester.

If you do not achieve a Semester Average above 1.6 or raise your Cum Average above 1.6 by the end of the semester during which you are on probation, you will be suspended from the College. The same conditions apply if you are considered a Sophomore, Junior or Senior, except that the minimum acceptable Semester Average and Cum Average you must achieve are higher.

You will be suspended if you fail to achieve the minimum acceptable average for two semesters in a row. If you are suspended you will have to wait two semesters before appealing to Academic Affairs for readmission.

During the two semesters you are away from the College, you should consider taking courses and doing satisfactory work at another institution to make up for the courses you failed at Fitchburg State College. If you do not attend another institution while you are away, then you will be expected to retake the failed course or courses, if possible, upon your return to Fitchburg State College.

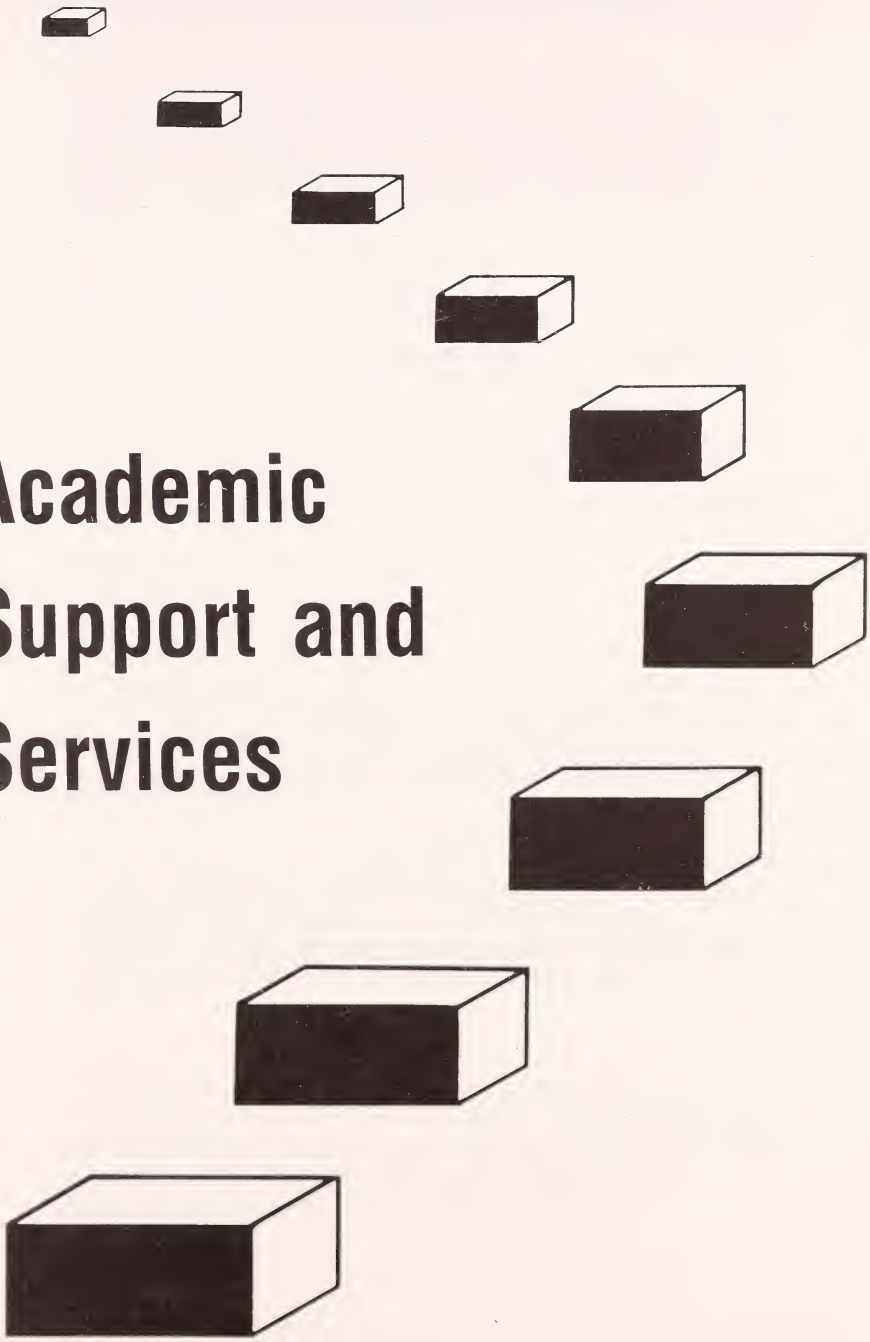
You are automatically placed on academic probation when readmitted. If you fail to achieve a satisfactory Semester Average for your first semester after readmission, you will be permanently dismissed from the College. If you fail to raise your Cum Average (which includes the grades you earned before suspension) satisfactorily within one semester after readmission, you will be permanently dismissed from the College.

Maintaining Satisfactory Academic Progress

Financial Aid recipients and varsity sport participants are expected to be making **Satisfactory Academic Progress** towards a baccalaureate degree.

Satisfactory Academic Progress means that you must take and successfully pass at least 24 credits before beginning your third full-time semester at Fitchburg State College; 48 credits before your fifth full-time semester; and 72 credits before your seventh full-time semester. As a final stipulation, you must attain at least a 2.0 cumulative grade average before entering your third year. Exceptions to the above policies may be made by obtaining a **Petition for Waiver Form** from Academic Affairs.

Academic Support and Services



Academic Support and Services

Fitchburg State College is a lot more than students, professors, and administrators. There are services on campus that assist you in finding work after graduation, ironing out stressful situations, and disciplining yourself to excel in your classes.

The Library
Hammond Building, ext. 3223, 3196

The primary function of the library is to help students locate information and learn basic research skills.

When you come to the library you will be given information concerning hours of service, rules for borrowing books, periodicals, and microfilms that will be used for your courses.

Academic Success Center
Hammond Building, 3rd floor

Reading
Your reading speed can be doubled up to as much as 550 words per minute. You will be able to understand and enjoy what you read more, and your vocabulary can improve dramatically if you take advantage of the Developmental Reading Center.

Just three hours a week in the Reading Improvement course working with professionally-trained reading specialists, their tutorial assistants, and a collection of traditional and multimedia training devices is all you need to master your reading capabilities. You will receive one free elective credit for your work.

Writing
The English Department operates a Writing Skills Center where you may get help at any time with your writing problems. You can be assisted in all stages of the writing process from writing to proofreading. You may also review conventions of grammar, punctuation, and spelling at the center.

Mathematics
The Math Skills Center is located around the corner from the Writing and Developmental Reading Centers. Here you can receive tutoring in basic math, geometry, algebra, trigonometry, and calculus. The Math Department operates the Center and supplies instructors, tutors and basic texts to help ease your apprehensions about the world of numbers.

Tutorial Center
The Tutorial Center provides free tutors for undergraduate students. Tutors are available in most courses from Accounting to Zoology.

Study Skills Center
The Study Skills Center offers programs for students wishing to review or sharpen their study skills, as well as programs for students who wish to develop a system of successful college-level study practices. The program consists of time management, listening and note taking, concentration and memorization, and test-taking skills.

Newman Center
Highland Ave., 345-2688

The Newman Center is a student center, owned, staffed, and maintained by the Roman Catholic Diocese of Worcester. Its social, cultural, spiritual, and academic programs, as well as its support services are available to all members of the Fitchburg State College campus community, regardless of race, sex, age, color, national origin, or religion.

The Chapel regularly offers Roman Catholic religious services, ecumenical religious services, and is available for denominational services of all mainline organized religious groups.

For further information regarding the programs and activities of the Newman Center and Chapel please call 345-2688.

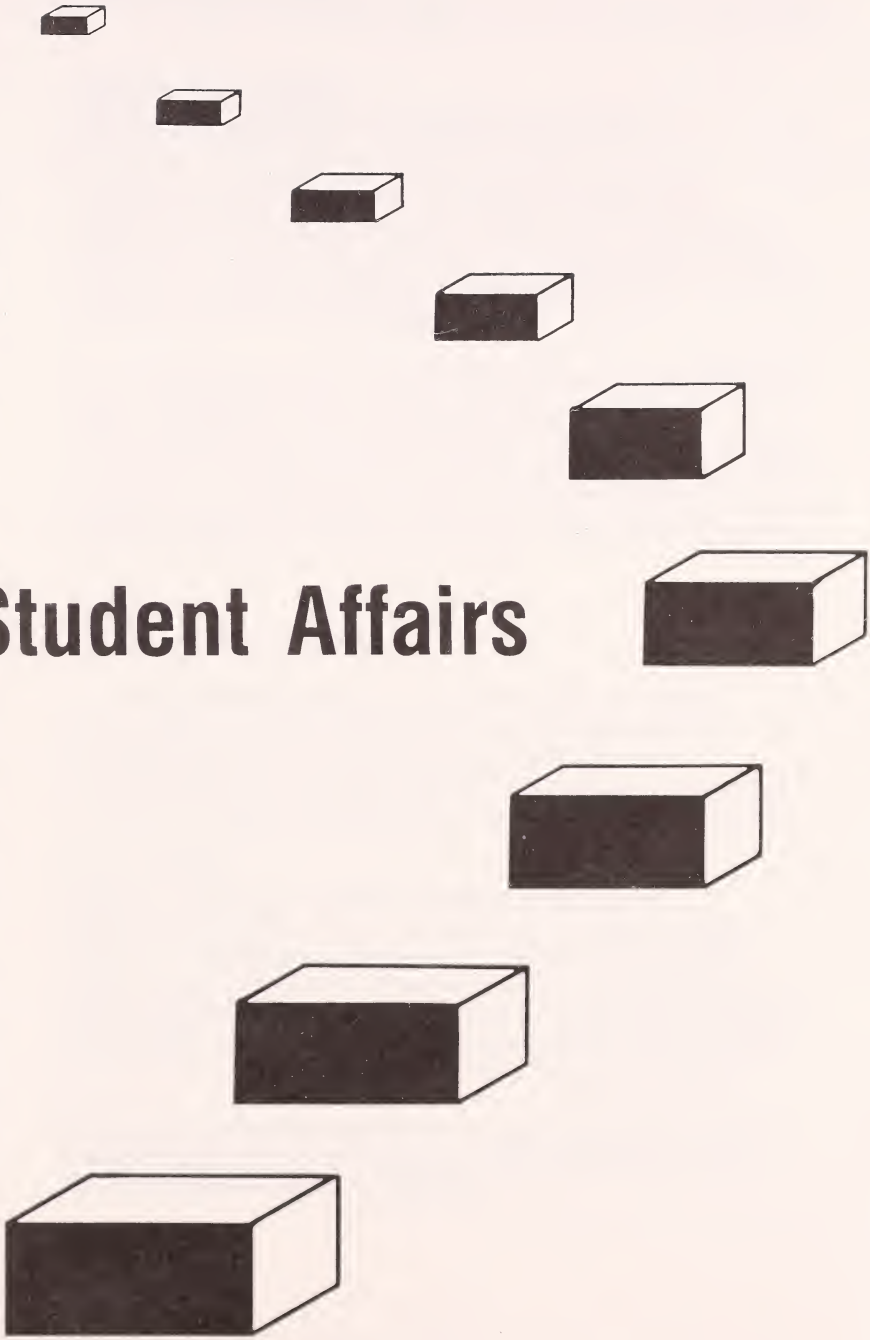
US Army Reserve Officer Training
Anthony Building, Ext. 3304

"Leadership Excellence" begins at FSC. The Army Reserve Officers' Training Corps is a program enabling college men

and women to become commissioned officers in the active Army, Army Reserve, or Army National Guard. A combination of classroom instruction and practical training, Army Reserve Officer Training teaches: leadership techniques and competencies, principles of personnel management, accepting responsibility, the desire to achieve, and personal confidence.

All students are paid $100 monthly and up to $1,000 each year during the last two years of ROTC participation. Four, three and two-year merit scholarships are available on a competitive basis. Each scholarship pays all college tuition and required educational fees plus money for books and a subsistence allowance.

Student Affairs



Student Affairs

Student Affairs Office
Sanders Building, Main Floor, ext. 3130, 3131

The Student Affairs Office is the chief office for student programs and services. Services include programs for students with disabilities, judicial systems, and new student orientation. Moreover, this office is responsible for seeing that you receive personal attention and find solutions or alternatives to non-academic problems.

In a broader sense, the Student Affairs Office is responsible for your development. This includes opportunities which challenge and facilitate student growth. We try to ensure an environment which promotes serious learning and encourages a searching, curious attitude. We also strive to create a mutually supportive college community that stimulates growth of the academic and social personality.

Athletics
Anthony Building, ext. 3314

The Department of Athletics at Fitchburg State College, supported by an athletic fee, offers you the opportunity to participate in activities at the varsity, intramural, and recreational level in order to develop yourself as a person first, a student second, an athlete third, and as a champion fourth.

Intercollegiate
The men's varsity programs include competition in cross-country, indoor track, spring track and field, football, soccer, basketball, ice hockey and baseball. The women's varsity programs consist of teams in cross country, indoor track, spring track and field, field hockey, volleyball, basketball and softball. These sports have enjoyed national and regional recognition as highly competitive NCAA Division III teams.

Many student-athletes have been recognized for their athletic achievements by being named to various All-American and All-New England teams. In addition,

FSC is a member of 10 Intercollegiate athletic associations which entitles successful Fitchburg teams to participate in tournament and championship play at the Division III level.

If you are interested in joining one of the athletic teams listed above watch for notices around campus about preseason team meetings. You can also visit the Athletic Office in the Anthony Building.

Intramural
An active intramural program offers the opportunity for you to participate in a wide range of sports in an atmosphere that stresses sportsmanship, fun, and enjoyment. Team and individual competition is offered in such sports as volleyball, basketball, bowling, ice/street hockey, football, soccer, and ultimate frisbee. If you are interested in forming a team, rosters can be obtained at the intramural office in the Anthony Building. The roster should be filled out and returned to the office before the scheduled deadline.

Recreation
Open gym and open weight room time is available throughout the week for student use.

Facilities
Parkinson Gymnasium contains the weight room for training and conditioning purposes and the office of the certified Athletic Trainer. Outdoor facilities for the athletic programs, located at the Robert G. Elliot Complex on Pearl Hill Road, include fields for soccer, football, field hockey, baseball and intramurals. Also available is a chem-turf track, tennis courts, and outdoor basketball courts which double as ice skating rinks during the winter season.

At McKay Campus School, the gymnasium is utilized for intramural activities, and on the grounds is our varsity softball diamond. All ice programs are held at the George Wallace Civic Center.

Athletic Eligibility
To play on an athletic team you must make "satisfactory progress towards a baccalaureate degree." This is explained in the section **Maintaining Satisfactory Academic Progress** in the **Academic Policies** chapter of this handbook.

Campus Center
Hammond Building, ext. 3161, 3165

The hub of student activity on campus is the Campus Center which, along with the library, makes up the Hammond Building. If you want to know what contests, trips, parties, or athletic events are happening, the Campus Center is where you find out.

Several large meeting rooms adjacent to G-Lobby are used for various lectures and events. There are student offices on the lower level for the Strobe, Saxifrage, Student Government, Outing Club, Programs Committee, and other organizations.

Life in the Lobby
The ground-floor lobby of the Campus Center, "G-Lobby", is a casual student information center. Student organizations use G-Lobby as a place to advertise their group (through posters and tables), fundraise and occasionally hold special events.

Campus Calendar
The Campus Center prints both a semester and weekly calendar of events so you are never in the dark about what's going on around campus. The weekly calendar is available every Monday at the Information Desk and other locations around the campus.

Campus Center Resource Office (CCRO)
The CCRO works with the Programs Committee and the Student Affairs Office to provide a wide range of performing arts, films, and special events. The CCRO offers student groups information about budgeting, cash handling, and alcohol awareness. After all, CCRO believes that 50% of your education takes place outside the classroom.

The Information Desk
This is the main switchboard of the College which is located outside the library entrance. You can visit or call the Information Desk at ext. 3155 to find out what school-sponsored events are scheduled, where staff and faculty on campus can be found, or other campus-related Information.

Art Gallery
Three displays of artwork are featured at the Art Gallery each semester. The entrance to the Gallery is located to the right of the Information Desk.

Past displays have featured such acclaimed artists and photographers as Mire, Picasso, Adams, and Rothstein as well as many regional artists. Students and faculty may also have work from their photography, graphic and art classes on display, giving the college community a chance to witness the innovative, combined talents of FSC.

The Bookstore
Textbooks for your classes are sold at the campus bookstore along with; graphic supplies, magazines, daily newspapers, FSC paraphernalia, munchies, and many other items. If the bookstore doesn't have something you need, the manager may be able to order it for you.

You will also find an extensive trade book section and class rings. During the final exam periods in December and May you may sell your used books back to the bookstore. Neither credit cards nor financial aid may be used as payment for books.

The Post Office
You are given a new mailbox at the Post Office every September which is your mailing address at FSC. It is often safer if you live in an off-campus apartment to have your mail delivered to your campus mailbox. On-campus mail will be directed to your campus mailbox as well.

The Games Room
Pool tables, ping pong, pinball machines, video games and board games are available for any student to play in the Games Room. You can also borrow backpacks, canoes, cross country skis, and other recreational equipment for free just by leaving your student ID with the Games Room attendant.

Commuter's Cafe
The Commuter's Cafe Is not just for commuters but for anyone wishing to have breakfast or lunch during the week. The cafe offers hot and cold meals, a salad bar, soups and sandwiches at reasonable prices.

During the evening, the Falcon Deli is open serving subs, pizza, and dessert.

A spacious dining area with a TV and piano lounge adjoins the cafe. Here, commuting students from nearby towns often meet on-campus students and students living in the college neighborhood. The dining area remains open at night and is a pleasant alternative to the library for studying and having informal meetings and study groups.

The Union Stop Pub

Most nights the Union Stop serves beer and wine for those of legal drinking age. Popcorn and a large screen TV help create a speakeasy setting where you can socialize, or watch Monday Night Football. All ages are welcome on the weekends.

Proper identification is necessary for admittance. All students **must** show an FSC ID and, if of legal drinking age, a Massachusetts driver's license or Massachusetts Registry Card. All guests must show a Massachusetts driver's license or Massachusetts Registry Alcohol Card to be signed in.

Employees of the Pub may, at their discretion, refuse service to persons who appear intoxicated or whose behavior disturbs other Pub patrons. Offenders may be asked to leave in both cases.

The Crafts Center

You may use up $3.00 worth of craft supplies **FREE** each semester in the Crafts Center. There are potters wheels, clay and a kiln, silkscreening supplies, paints and an attendant on duty to help you create your own Mona Lisa.

The Crafts Center is proud to offer a wide variety of workshops such as calligraphy, painting and batiking. Look for posters advertising these mini courses.

Career Services Center
Hammond Building, 3rd floor, ext. 3151

Career Services at FSC makes it easier for you to find an interesting career by offering a variety of services to assist you in exploring your career options and successfully locating employment opportunities.

The Center provides; individual career counseling appointments, career testing, seminars and workshops on career planning and job search strategies, resume and interviewing critiques. SIGI PLUS, a computerized career exploration system, is also available for your use. You may set up a credentials file to store your professional references. Seniors may participate in the on-campus interviewing program.

The CSC JOB BULLETIN is published biweekly and lists current full-time professional job vacancies. Part-time jobs are posted on the bulletin board between G-Lobby and the Bookstore. THE EDGE, the Career Services newsletter, publishes articles and updates on career issues.

Materials in the extensive Career Resource Library include many books and video tapes describing careers, company and organizational directories, graduate school guides, business magazines, and information on salary and hiring trends.

Several national programs of standardized testing are administered through the Center; Graduate Record Examinations, National Teacher's Exam, the Miller's Analogy Test, and the College Level Examination Program (CLEP/DANTES). The CLEP/DANTES program allows you to earn college credit for successful completion of subject examinations.

Counseling Services
Hammond Building, 3rd floor, ext. 3152

Here at Fitchburg State College there is no need to feel alone with no one to talk to if you have a problem. Students come to Counseling Services with many kinds of problems, small and large. The stress of working and attending school, the breakup of a relationship, sleep difficulties, general discontent, anxiety before tests, roommate or family troubles are some of the issues that cause students to seek help. Students also seek counseling with such problems as past sexual abuse, alcohol or drug abuse, and date rape. Counseling Services does not think any problem is too trivial to talk over. All of our services are available at no cost to you.

Full-time professional psychotherapists are available to meet with you either through a regularly scheduled appointment or, in case of emergency, almost immediately. Students can be seen individually, as a couple, or occasionally as a group. On-going topical workshops such as assertion training, are also scheduled each semester. Off-campus referrals can be arranged for students needing or preferring that mode of treatment. Additionally, the emergency room and mental health facilities of Burbank Hospital are available at all times.

Services for Students with Disabilities
DuPont Building, ext. 3115, Facilities; also,
ext. 3130, Student Affairs; and,
ext. 3167, Academic Affairs

Services for students with disabilities are provided in a variety of areas, including Student Affairs, Facilities, and Academic Affairs.

Students with physical or sensory disabilities frequently find that they need note-takers, elevator keys, or need to have their classes moved to more convenient locations. Students with learning disabilities often require alternate testing arrangements, additional time to complete assignments, etc. Students with disabilities are strongly encouraged to arrange a pre-orientation interview with Student Affairs so that all necessary accommodations may be in place before classes begin.

Financial Aid Office
Sanders Building, ext. 3155, 3156, 3157

Fitchburg State College administers and coordinates a variety of financial aid programs. You should begin application procedures in January to receive aid for the fall semester. Also remember that you must reapply for financial aid each year. Applications for Fitchburg State Scholarships are available in December for the following fall term.

To remain eligible for financial aid you must make "satisfactory progress toward a baccalaureate degree." This is explained in the section **Maintaining Satisfactory Academic Progress** in the **Academic Policies** chapter of this handbook.

Health Services
Anthony Building, ext. 3216

If you become ill, have a minor accident, or need advice on birth control or other medical information, the Health Service's staff of certified medical personnel is prepared to serve you. Be sure to bring your student ID with you when visiting the Health Service.

The Health Service is staffed by; A Family Practice Physician available for direct consultation three days a week; one Nurse Practitioner certified in family practice; part-time nurses and/or nurse practitioners in the evening; and a full-time Medical Assistant.

Before you are allowed to begin classes at FSC an admission health history/physical form must be completed by your physician and placed on file in the Health Service to guarantee your continued eligibility. This includes a complete immunization history.

All of your medical records and Health Service visits are completely confidential. No information is released to anyone, including college authorities or parents, without your prior permission.

You may also use, free of charge: Heating Pads, Thomas Collar, Crutches, Sling, Vaporizers, and Ice Packs.

Allergy treatments may also be administered if you provide your own allergy extracts and detailed instructions from your allergist.

Referral services to medical, dental, and mental health professionals are also available when necessary.

Emergencies
Health emergencies occurring on campus should be referred immediately to the Health Service if they occur during Health Service's hours. You may contact Public Safety at 345-5678 or ext. 3111 to be transported to Burbank Hospital.

If an ambulance is required for transportation in an emergency, you may ask Public Safety or the residence hall

desk worker to phone one. If you are off-campus at the time of the emergency phone Montachusett Ambulance Service at (508) 343-6401. All ambulance charges are your responsibility.

Gynecology
Contraception, counseling, and family planning are provided in complete confidentiality by the Nurse Practitioner. Birth control pills and diaphragms are prescription methods. Each require internal examination and periodic check-ups which can be done at the Health Service by appointment only. Free pregnancy testing is also available.

If you are pregnant and are considering an abortion, make an appointment for assistance in arranging for one without delay. Regular gynecological check-ups and pap smears are recommended for all women.

The Health Practitioner provides some acute gynecological services, and can refer you to a gynecologist as necessary.

Immunizations
You may get a Tetanus-Diptheria immunization from the Health Service without charge as they are needed every 10 years. Other immunizations such as measles and rubella are available and you may be charged for these. A rubella titer to determine susceptibility to rubella can be done on request.

Laboratory Tests and X-Rays
Most tests and x-rays are done by an outside laboratory or local hospital which means payment is your responsibility. Tests performed at Health Services are without personal charge and will be billed to your medical insurance.

You are expected to provide your own medications. If a prescription is needed, arrangements will be made with a local pharmacy.

You should have a Mantoux skin test (TB test) every year as it is a requirement for admission and for student teaching.

Chest x-rays are required if you have had a previous positive skin test. Appointments can be made for a free chest x-ray with the Health Services secretary.

Venereal Disease
The Health Service provides diagnostic testing and treatment for gonorrhea and syphilis, chlamydia and other sexually transmitted diseases. Tests and treatment is in strict confidence.

Health Service Committee
If you have any concerns or suggestions, please feel free to share them with a Health Service Committee member.

Student Health Insurance
State Law requires that every student in higher education be covered by adequate health insurance. This may be achieved through private insurance or the policy offered by FSC. For more information, contact Health Services.

Residence Life
Aubuchon Hall, 1st floor, ext. 3235

The Residence Life program at Fitchburg State College is one of the finest in Massachusetts, offering a variety of services and programs to assist students with their educational, personal, and developmental needs.

Aubuchon Hall
Housing approximately 380 female students. The Hall offers a variety of special conveniences. Each floor has a television, laundry facilities and kitchen area. The first floor offers a full kitchen, lounge, and study area.

Russell Towers
Russell Towers, a co-educational facility, houses more than 400 residents. The building is comprised of 36 suites with approximately 12 residents per suite. Each suite has its own lounge area and bath. The suite arrangement offers a unique opportunity to form close-knit communities within the larger Russell Towers community. In addition, each tower contains lounges with televisions and study areas. A laundry room, bicycle room, weight room, and pool table area are also available to Russell Towers residents.

Herlihy Hall
Herlihy Hall, a co-ed building, housing approximately 140 residents, is the smallest and oldest of our residence halls. Its

six wings offer lounges and study rooms. A television lounge, full kitchen, large recreation room, and laundry room are located in the basement.

The New Residence Hall

The new residence complex, completed in 1989, consists of eight buildings; seven resident buildings housing approximately 45 students each, and a Commons Building. Each resident building is divided into suites of 4 to 9 people, each equipped with double rooms, a living room, and bath. In addition, each resident building contains a larger house lounge and kitchenette. The Commons Building is the focal point for the complex. It includes, the complex director's apartment, laundry facilities, office and conference space, and a large lounge.

The Town House Apartment Complex

The Town House complex primarily comprised of upperclass students, is located on Highland Ave. Each apartment consists of a living/kitchen area, one and one-half baths and separate bedrooms. The Town Houses offer a very special living opportunity

Residence Life Staff

All residence facilities are staffed by Resident Assistants and a Resident Director. RAs are generally upperclass students who have been highly trained in such areas as peer counseling and referral, crisis intervention, emergency response, and programming. Their primary responsibilities are to assist residents in getting the most out of their residence hall experience through maintaining an environment conducive to academic pursuits, providing educational and social programs, and assisting residents in adapting to a group living situation. RAs are supervised by Resident Directors. These full-time professional staff members are responsible for the overall functioning of the Residence Life Program.

Developmental Programs

In order to enhance the residential living experience, a variety of educational, social, and cultural programs are offered in the residence halls. Many of these programs are Living/Learning Programs which are workshops, seminars, and discussion groups, utilizing on-campus and outside resources.

3

Residence Halls open for all students, 12noon

4

President's address to faculty followed by department meetings and student advising, 10am

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Classes begin, 8:30am

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Cross Country Men, St. Joseph's College, N. Windham, Maine, 12noon, AWAY; Cross Country Women, Pine Manor, Boston, AWAY; Football, ULowell, 1pm, HOME

9

Hall Governments
All residence facilities are governed by Hall Councils, which are an integral part of the decision-making process within the residence halls. The Councils, comprised of elected representatives and a Central executive board are responsible for enhancing the quality of residence hall life.

The Residence Life Judicial Board
The Residence Life Judicial Board is comprised of eight students and a Resident Director who is both a member and an advisor. For more information, contact the Office of Residence Life.

Maintenance
Each residence hall is staffed by cleaning/maintenance workers. This staff is responsible for ordinary day-to-day cleaning of all public areas (lounges, bathrooms, hallways, etc.). They are not, however, responsible for providing a personal maid service, nor are they expected to clean up areas you may have abused. In order to ensure that maintenance of common areas is occurring as needed, be certain you report all maintenance problems to your Resident Assistant as soon as possible.

Damages
The RA for your area will give you a **Room Inventory** sheet when you move in. You will need to fill it out and return to the RA. Regular inspections of your room will be made to ensure that it is meeting health and safety standards. When checking out, you will be given the room inventory sheet you filled out when you first moved in. You will need to fill it out again and report any damages. After you have followed the check out procedure and the RA has assessed the common areas of damages, you may be eligible to receive your room deposit back depending on how much damage you or your living has caused during the year.

Keys
You will receive keys when you check into the residence hall. These keys are your responsibility until you move out. In order to assist in maintaining safety within the residence halls, your lock cylinder will be changed, at your cost, if your key is lost or stolen. If a student has been found to have duplicated a key he/she will be subject to disciplinary action.

10

Soccor, Western New England College, Springfield, 3:30pm, AWAY

11

Cross Country Women, ULowell, 4pm, HOME; Opening of: A COMMON THREAD, Campus Center Art Gallery, 7:30pm

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15

Volleyball, Brandeis University and Regis College, Waltham, 1pm, AWAY; Soccor, RI College, Providence, 1pm, AWAY; Football, Plymouth State College, 1pm, HOME; Cross Country Women and Men, Bryant Invitational, Smithfield, RI, 12noon, AWAY

16

Safety and Security

Although the Residence Life Program endeavors to maintain a safe and secure environment, most of it is up to you. Here are some hints for maintaining safety:

- Always lock your door and take your keys, even during the day.
- Report any suspicious looking persons within your Hall to Campus Police, the Desk Manager, or the Resident Assistant on duty.
- At night, when the front doors are locked, do not let strangers into the building.
- Never give out any information regarding another resident.
- Try not to walk on the streets alone at night. If you must, tell a friend where you are going and when you will be back.
- Make a list of all your personal property including identifying serial numbers and manufacturers.
- Record the number of all credit cards and checking accounts. Also, keep the addresses of these companies and banks to notify them in case of theft.
- Keep money and valuables in a secure place. The college is not responsible for lost or stolen articles.

Fire Drill Procedures

Your cooperation in following the procedures listed below may be important in saving your life or the lives of other residents of the hall if a fire or similar disaster should occur. In addition to these procedures, fire exit routes from each area will be posted and must be followed. It is the responsibility of every resident to be familiar with these procedures and observe them fully when the alarm sounds. Remember, you have no way of knowing the fire alarm is false, so you must respond immediately whenever the alarm rings.

- Close windows and open drapes
- Leave lights on
- Wear a coat or a blanket and hard-soled shoes
- Carry a towel (to place over face in case of smoke)
- Close and lock door
- Proceed to your designated exit point
- If you are not in your room, follow exit procedures for the area you are in
- Assemble outside in the place assigned to your area

17

18

Final day for add/drop; Volleyball, Simmons College, Boston, 7pm, AWAY; Soccor, Gordon College, 4pm, HOME

19

Cross Country Women, Keene State, 3pm, HOME; Alumni Fall Telethon Begins

20

Fall Convocation, 1:30pm; Volleyball, Wentworth Institute, 7pm, HOME; Soccor, ULowell, 4pm, HOME; Field Hockey, Western New England, Springfield, 4:30pm, AWAY

21

Football, Westfield State, Westfield, 7pm, AWAY

22

Cross Country, Williams Invitational, Williamstown, MA, Men-12noon, Women-1pm, AWAY; Volleyball, South Eastern MA and Clarke University, N. Dartmouth, MA 1pm, AWAY

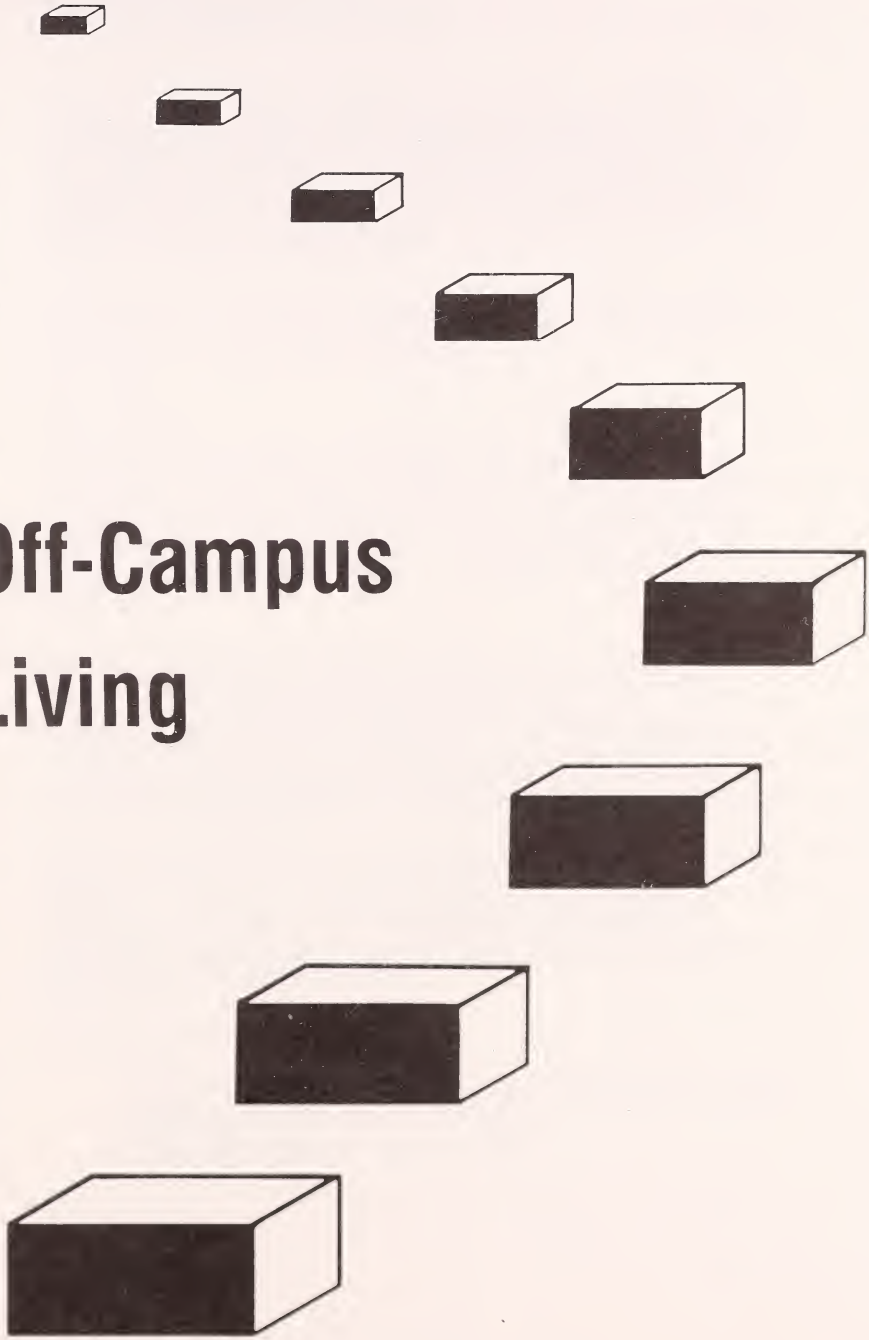
23

Fire Safety Equipment
Each residence hall has a fire alarm system directly connected to the Fitchburg Fire Department. Fire hoses, heat and smoke detectors, fire extinguishers, alarms, and exit signs are present. Fire safety procedures and exit routes are posted in each Hall. Fire drills are held on a regular basis.

Tampering with fire safety equipment, setting a fire, or setting a false alarm are serious offenses punishable by eviction from the Residence Halls as well as further judicial action. Fire doors in halls and stairwells must remain closed at all times.

24	
25	Volleyball, UMass Boston, Boston, 6pm, AWAY; Soccor, UMass Boston, Boston, 3:30pm AWAY
26	Field Hockey, Pine Manor, 4pm, HOME; Jerry King, 7:30pm, Kent Recital Hall
27	Soccor, Worcester State, 3:30pm, HOME
28	Volleyball, Worcester State, Worcester, 7pm AWAY; Field Hockey, Anna Maria College, Paxton, MA, 4pm, AWAY
29	Cross Country Women, Tufts University, 3:30pm, HOME; Volleyball, Salem State College Invitational, Salem, MA 5pm, AWAY
30	Volleyball, Salem State College Invitational, Salem, 5pm, AWAY; Soccor, USouth Maine, 1pm, AWAY; Football, BSC, 1pm, HOME; Field Hockey, UMaine, Farmington, ME, 1pm, AWAY; Cross Country Men, FSC Invitational, 11am, HOME

Off-Campus Living



Off-Campus Living

There are many things students need to be aware of when renting off-campus property. If you ever have a question about your rental property, you should contact the SGA lawyer, Mr. William Riley. Mr. Riley is paid by SGA and is available to you for legal advice. To obtain Mr. Riley's address and phone number, contact the SGA office.

The following section is a brief summary of legalities a renter should know when renting property.

The Lease

The lease is a binding, enforceable, legal agreement which should not be taken lightly. Before signing it, read the lease carefully and make sure you understand it completely. Any changes the landlord agrees to **must** be put in writing with his/her signature in order for the document to be legally binding.

Although the lease is a legal document, some landlords may include illegal provisions which are **unenforceable**. Such provisions usually release the landlord from some of his obligations to the tenant. Legal advice should be sought if you are unsure about any of the terms in the lease. Any illegal provisions do **not** invalidate the remaining portions of the lease.

Each tenant is entitled to a signed copy of the lease. If you are not given a copy at the time of the signing, the landlord is required to send you one within 30 days. Failure of the landlord to do so does not invalidate the lease, but may not bind you to all of its provisions.

A lease must include

- the period of tenancy clearly stated with specific dates
- the amount of rent to be charged
- when it is due.

1

2

Field Hockey, Assumption, Worcester, 4pm, AWAY; Soccor, Clarke University, Worcester, 7pm, AWAY

3

Final day for making up INComplete grades from previous semester

4

5

US & Mass. Constitution Examination; Volleyball, Salem State, 7:30pm, HOME; Soccor, Eastern Conn. State University, Williamtic, Conn., 4pm, AWAY; Field Hockey, New England College, 4pm, HOME

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7

Field Hockey, USouthern Maine, Gorham, ME, 1pm, AWAY; Cross Country MEN and Women, Cod Fish Invitational, Boston, AWAY; Volleyball, Weaton College, Norton, MA, 1pm, AWAY; Football, Mass Meritime Academy, Buzzards Bay, MA, 1pm, AWAY

To Lease or Not To Lease

Generally speaking, once a lease is signed the tenant is responsible for paying the rent every month for the duration of the lease, whether or not the tenant lives there. For example, if you have a lease from September through May and decide to leave school in January, you are still responsible for paying the rent through May. A lease, however, prevents the landlord from raising the rent for the duration of the lease.

Tenant-at-Will

A tenant who occupies the apartment with the landlord's permission, but without a written lease, is called a **Tenant-at-Will**. The tenant and landlord must agree to any change in the terms of the tenancy. Any disagreement may end in either the tenant or the landlord ending the tenancy by giving the other a 30 day written notice. For example, if as a **Tenant-at-Will** you wish to move out by June 1st, you must deliver, to your landlord, a written notice of your intention to do so no later than April 30th of that year. The landlord is held to the same requirements if he wishes you to leave.

Rent

Having a lease means that the landlord cannot raise the rent for the duration of the lease. Some landlords include a penalty for payment clause in the lease stating that you must pay an additional fee if the rent is not paid by the fifth of the month. This is **illegal** since extra fees cannot be charged unless the rent is 30 days late. A provision offering a discount on the rent, if it is paid by the fifth of the month, may also be illegal and you should seek legal advice if you would like to make a discount rent your regular rent.

There may also be a tax collector clause in the lease, this is legal. This raises the rent by an exact percentage of the tax increase and must be proportional to the size of your apartment in relation to the whole building.

Even though you have a lease and will be staying in an apartment for at least a year, it is a bad idea to pay the year's rent in advance because you are giving away some of your legal rights. For example, if there is a repair that needs to be

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Columbus Day, NO CLASSES; Field Hockey, Westfield State, 4pm, HOME; Volleyball, Emmanuel College, 7pm, HOME

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Soccor, Bridgewater State College, 3:30pm, HOME

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Volleyball, Bridgewater State College, Bridgewater, 7pm, AWAY

11

Field Hockey, Bridgewater State College, 4pm, HOME; Soccor, Curry College, Milton, MA, 3:30pm, AWAY

12

Livingston Taylor, 8pm, Weston Auditorium; Closing of: A COMMON THREAD, Campus Center Art Gallery; Alumni Reunion Weekend

13

Cross Country MASCAP, 12noon, HOME; Field Hockey, Elms College, Chicopee, 11am, AWAY; Volleyball, NH College, Mancester, 2pm, AWAY; Soccor, Salem State,12noon, AWAY; Football, SE University, 1pm, HOME; Randall Davis, 7:30pm, Kent Recital Hall

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done and your landlord has been extremely slow in getting to it, you may withhold your rent (after consulting legal council) until the repair is made. By paying your rent by semester, you cut down your leverage as a tenant.

Unfitness of your rented property may only be determined by the inspection of the apartment by a city health official. Therefore, you should agree to pay your rent in monthly installments so repairs will be made. Paying monthly keeps your landlord interested in you.

Damage or Security Deposits

The landlord may require a damage or security deposit when the lease is signed, which **must** be no more than one month's rent. In addition to the security deposit, the landlord may require the first and last month's rent. The security deposit may not be used for rent unless the landlord agrees. Any other fees the landlord tries to charge you may be **illegal**. Seek legal advice if you are in doubt. One year after the security deposit is paid, the landlord must give you interest on the money. In the case of a tenant leaving before one full year, the landlord owes no interest. You may have to remind your landlord that you have interest due and you may deduct it from your rent if necessary. It is important to obtain a receipt listing the amount paid, its purpose, and the date.

Before you move into the apartment, it is advisable to go through the apartment with the landlord and make a list of all the damages. Both parties should then sign the list and date it to keep in each other's records (you have 15 days upon moving in to make the list).

After you move out, the landlord has **30 days** to return the security deposit. If he claims that you damaged the apartment and intends to use the security deposit to make repairs, he must give you a written list of the damages and the cost to repair them along with the remaining money from your deposit within 30 days. The list must not include any of the damages that were on the list made when you first moved in. The landlord who **loses** the list of damages that was made when the tenant moved in must return the full security deposit even if the tenant still has his copy. Also, you cannot be charged for reasonable wear and tear to the apartment, such as dirt on the

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Field Hockey, Salem State, 3:30pm, AWAY; Opening of: PAMELA SPEIGHT, 7:30pm, Campus Center Art Gallery

16

Soccor, MASS Meritime Academy, 1pm, HOME

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18

Field Hockey, Worcester State, 4pm, HOME

19

Volleyball, UMaine, Farmington, 7pm, HOME; Cross Country Men, New England's, Boston, AWAY

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Cross Country Men, New England's, Boston, AWAY; Soccor, Mass Meritime Academy, 1pm, HOME; Football, Curry College, Milton, 1pm, AWAY; Cross Country Women, FSC Invitational, 11am, HOME; Field Hockey, Simmons College, 11am, AWAY

21

walls or carpets. Failure of the landlord to return the deposit or an itemized list of damages within 30 days gives the tenant the right to sue the landlord in small claims court.

Repairs in Your Apartment

If your apartment is in need of repair, there are several ways to encourage the landlord to make them. First, make sure the landlord knows what the problems are. Send a dated letter listing the repairs needed, retaining a copy of the letter for your records. Allow a reasonable time for him to respond, as determined by the conditions in disrepair. If he does not, you should seek legal advice.

Eviction

In order to evict the tenant, the landlord must follow a legal procedure. He cannot lock you out or physically throw you out. It is illegal for him to get you out without first notifying you, and then getting a court order.

The notice the landlord sends you telling you to leave is called a "**notice to quit**". This is not a court document. The notice usually says that you should quit the premises within a certain number of days, and the reason for the eviction.

If you have a lease, the only two reasons that your landlord can use to evict you is; nonpayment of rent or, violating one of the provisions of the lease. For nonpayment of rent, your landlord must give a 14 day written notice but if you pay the total amount of rent due within ten days of receiving this notice he cannot proceed with the eviction.

Tenants without leases can be evicted for any reason, or no reason, but still must receive the proper notice. Once the notice is delivered, the tenant need not leave immediately. A summons must be served after the expiration of the written notice. The summons must be answered within seven days. Legal advice should be obtained as soon as possible. You must go to court, as the summons directs, with a list of defenses to the eviction. For example, you've paid your rent and have receipts to prove it, you are legally withholding your rent, or your landlord didn't follow the eviction procedures correctly.

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24 Field Hockey, Framingham State, 3:30pm, AWAY; Soccor, Franklin Pierce College, Ridge, NH, 3:30pm AWAY; Volleyball, Colby Sawyer College and Babson College, Wellesley, MA, 6pm, AWAY

25

26 Field Hockey, Clarke University, 4pm, HOME; Soccor, Framingham State, Framingham, 3:30pm, AWAY

27

28 Soccor, North Adams State, N. Adams, 1pm, AWAY; Football, Framingham State, 1pm, HOME; Cross Country Men, ECAC, AWAY; Cross Country Women, New England's, AWAY

Even if the defense is valid, the judge may not rule in your favor. If the verdict favors the landlord, an "execution" will be issued which will order your eviction on a certain date. However, the judge may issue a stay of execution enabling you to remain up to six months.

You cannot be evicted within six months of charging your landlord with violating a health ordinance because the court assumes the landlord is acting vengefully.

Rooming Houses

If you live in a rooming house your rights depend on how long you have lived there; less than 30 days, 30 days to 3 months, or 3 months or longer. If you have lived in a boarding house for less than 30 days, you have few rights. Your landlord can tell you to move out at any time, but he must go to court to force you out. Your landlord may not lock you out or physically throw you out of your room.

If you have lived in your boarding house for more than 30 consecutive days but less than 3 consecutive months, you don't have to move out unless your landlord tells you in writing at least seven days before the day he wants you to move. During those seven days, your landlord may not lock you out or throw you out of your room.

After the seven days are up, your landlord must go to court and get a court ordered eviction notice to force you to move.

If you have lived in your rooming house for more than three consecutive months, you have the same rights as a **Tenant-at-Will** who lives in an apartment. Your landlord must go through the same process described previously before you can be evicted.

29

Volleyball, North Adams State, 7pm, HOME

30

31

Final day for withdrawal from classes without penalty

1

Volleyball, Framingham State, 7pm, HOME

2

3

Football, Worcester State, Worcester, 1pm, AWAY; Cross Country Women, ECAC, Albany, NY, AWAY; Cross Country Men, NCAA Qualifier, AWAY

4

Student Government & Organizations

Student Government & Organizations

College Governance

All College Committee
The All College Committee (ACC) offers you the opportunity to participate in making the rules that:

- Govern student conduct
- Determine academic progress and graduation standards
- to change and develop curriculum.

The ACC is composed of three students, five faculty members, and three administrators all with equal voting power. You may apply to serve on the ACC by contacting the Student Government Association.

Through SGA you may also apply for a position on one of the following ACC Standing Committees:

- Academic Policies
- Curriculum
- Student Affairs
- Long-Range Planning

You may bring a proposal before the ACC yourself or as part of a recognized student group. Proposals may also be brought before the council by any member of the administration, staff, or faculty.

Student Government Association
SGA Office, Hammond Building, Room B-16
Every full-time student at FSC is automatically a member of the Student Government Association.

The Executive Board conducts SGA Council meetings which are held every Tuesday evening during the semester in Room G-04 of the Campus Center. The Executive Board distributes the SGA budget (funded by the student activity fee) and oversees and supports the activities of campus student organizations. Executive Board positions include; President, Vice President, Treasurer, Assistant Treasurer, Secretary, Public Information Officer, and Student Trustee.

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Kenneth Bechis, 7:30pm, Kent Recital Hall

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9

Veterans Day (11th) observance, NO CLASSES; Closing of: PAMELA SPEIGHT, Campus Center Art Gallery

10

Cross Country, Women, NCAA Qualifier, AWAY; Cross Country Men, NCAA AWAY; Hockey, Roger Williams College, Bristol, RI 5pm AWAY

11

Each class has a President, Vice President, Treasurer, Secretary, and four Representatives to plan fund-raising activities and host special events.

Each Residence Hall has a President, Vice President, Treasurer, and Secretary to sponsor hall activities, budget residence hall dues, and make policy recommendations. If you have concerns about the quality of on-campus living, speak to your floor/suite representative or a residence hall officer.

The Commuter's Board has six positions; President, Vice President, and one representative from each of the four classes. The Commuter's Board is your SGA representative body if you live off-campus or commute. In addition, the Board provides you with information on renter's rights, encourages community relations, and will act on any problem/need you bring to their attention.

All SGA Council members have voting power except for the Treasurer and Secretary of each class and residence hall.

SGA Council Meetings
The Tuesday night Council meetings are run formally, based on Parliamentary Procedure. If, as an organization member, you want to appeal to the Council for additional funding, etc. you would be wise to pick up a copy of Robert's Rules of Parliamentary Procedure in the SGA office to look over.

Student Organizations

As a student organization member not only do you meet other people who have similar interests and tastes, you also gain experience in leadership, diplomacy, socialization, and planning skills which will help you throughout your academic and social life while in college and after graduation.

Student organizations are open for all FSC students to join. All that is asked is that you contribute ideas and a little of your time.

Accounting Society
The Accounting Society is designed to satisfy the specific needs and interests of accounting students. By hosting speakers, attending meetings of national organizations, going

12

Hockey, Curry College, Milton, MA AWAY

13

14

15

US & Mass. Constitution Examination; Hockey, Framingham State, (N/C) 8pm HOME; Alumni Fall Telethon Ends

16

Basketball, Men, Babson College Tournament, 6pm AWAY

17

Basketball, Men, Babson College Tournament, 6pm AWAY; Cross Country, Women, NCAA, AWAY; Hockey, University of Southern Maine, Gorham, AWAY

18

on plant tours, and working in cooperation with both the public and private sectors of the business community, we hope to gain a realistic version of the problems, objectives, policies, and procedures associated with the accounting profession.

ABC (Associated Builders and Contractors)
The ABC at Fitchburg State is a student chapter of the professional ABC organization. The organization is open to all who wish to further their knowledge of the construction field. Members meet actual company owners and executives at monthly dinner meetings. Site visitations, field trips, lectures and guest speakers help the members get professional experience in the business and technical aspects of the construction industry. Scholarships for construction majors, excellent job opportunities, and professional involvement are just some of the benefits the ABC offers. Anyone wishing to be a member should contact the student advisor.

Adelphian Society
The Adelphian Society is made up of women of similar interests and objectives. The main objective is to further the development of the individual member to become an active and influential part of the college. The Adelphians are involved in a number of annual activities; sponsoring a child through Save the Children, helping the poor and the needy during the holiday season, sponsoring a formal dance for its members in the fall and holding an alumni reunion in the spring.

Amnesty International FSC
Amnesty International FSC is the Fitchburg State College chapter of the world wide human rights organization, Amnesty International. Amnesty at FSC works towards the same three goals all Amnesty International members the world over do. These three goals are:

1. The release of all prisoners of conscience (Men, women and children imprisoned for their beliefs, color, sex, ethnic origin language or religion provided they have neither used nor advocated violence).
2. Fair and prompt trials for all political prisoners.
3. An end to torture and executions in all cases.

Amnesty works towards these goals by sending letters and petitions to governments all over the world that commit human

19

Opening of: FACULTY ART EXHIBIT, Campus Center Art Gallery, 7:30pm

20

Hockey, Southeastern Massachusetts University, 8pm HOME

21

Thanksgiving recess begins 3:30pm; Residence halls close, 5pm

22

23

24

Basketball, Men Western CT State University, 2pm HOME

25

rights violations and demands that they stop.

Band
The band is open to all students/alumni on all levels of ability. During the year, the FSC band performs at an Intercollegiate Band Festival, a Winter/Holiday concert, a Spring concert, Spring Convocation, and Commencement.

Biology Club
The Biology Club is an organization open to all students at Fitchburg State College. It promotes interest in many areas of biology from environmental sciences to the cell molecular level.

Booster Club
The FRIENDS OF THE FALCONS Booster Club provides a strong body of support and financial assistance for Intercollegiate athletics at Fitchburg State College.

Chorus (Choral Arts)
The Chorus performs one concert per semester for the benefit of the college community. It also accepts several other singing engagements within the surrounding community.

Commuters Board
The Commuter's Board is part of SGA and is a representative body for those who live off-campus or commute. In addition, the Board provides information on renter's rights, encourages community relations, and will act on any problem/need brought to its attention.

Computer Science
Integrate yourself with other students having the same interests. Club members Interact closely with professors, providing for that smooth transition from college to the real world. Films, lectures, workshops, off-campus excursions, and good times encourage a solid base of knowledge that computer scientists should have.

Cultural Society
The purpose of the Cultural Society is to provide interaction between various groups of students at FSC by holding special social events.

26	Thanksgiving recess ends; Residence halls reopen 12noon
27	Basketball, Women, Worcester Polytechnic Institute, 6:00 HOME; Basketball, Men, Wentworth Institute of Technology, Boston, 7:30 pm AWAY
28	Hockey, Connecticut College, New London, 7:45 pm AWAY
29	
30	Basketball, Western New England College, Springfield; Women, 6pm - Men, 8pm; Windham Hill: Winter Solstice Concert, 8pm, Weston Auditorium
1	
2	Basketball, Curry College, Milton, Women, 2pm, Men, 4pm AWAY; Hockey, Nichols College, 8pm HOME; Indoor Track, Women, University of New Hampshire, Durham, AWAY; Indoor Track, Men, Brown University Invitational, Providence, AWAY

Dancin'
Dancin' is a student-run organization coordinated by a professional dancer and member of the Physical Education department. Each week the club meets and dances to popular and classical music. The club offers tap, ballet, jazz and aerobic styles. At the close of the school year, the club presents an electrifying performance.

Elementary Education Club
A great way of getting your foot in the door of the education profession is by joining the Elementary Education Club. You'll be working with teachers, professors, and other college students - not to mention the kids at McKay. We offer "Teacher Swap Shops," student teaching seminars, speakers, etc., to prepare members for education careers.

Esoteric Society
The objectives of the Esoteric Society are to foster greater brotherhood among its member; to develop men of strong character who will accept the professional responsibilities of leadership in the college community, and life in general; to participate in intramural sports and other social organizations on this campus, and to create a more cosmopolitan attitude toward the administration, faculty and the students of this college.

FitchPIRG (MASSPIRG at F.S.C.)
Massachusetts Public Interest Research Group
MASSPIRG students get involved in consumer and environmental protection issues that affect us all: toxic waste, better child care, safe drinking water, voter registration, and other issues. Students at 30 colleges participate by providing time, energy, and funding to run MASSPIRG.

Gaveleer Society
The Gaveleer Society is organized with the intention of supplying college social activities which will enrich and develop the personalities and experience of its members. The society provides the springboard from which the members may propel themselves toward broader horizons.

Geography Club
The purpose of the Geography Club is to promote an awareness of geographic and environmental issues among the

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Hockey, Stonehill College, 8pm HOME

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Basketball, Women, Pine Manor College,Boston 7pm AWAY; Basketball, Men, Eastern Connecticut State University, Willimantic, 7:30 pm AWAY

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Hockey, Suffolk University, Boston, AWAY

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Basketball, Rhode Island College, Providence, Women: 6pm,Men, 8pm AWAY

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Last day of Fall Semester classes

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Indoor Track, Women, Bowdoin and Tufts University, Brunswick, ME AWAY; Hockey, St. Michaels College, Winooski, VT, AWAY

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students at Fitchburg State College. The Geography Club is open to all students, regardless of major. The Geography Club sponsors guest speakers on a wide range of environmental issues. The club also sponsors trips to museums as well as weekend and full week field trips to places of geographic and geologic interest.

Human Services Club
The purpose of the Human Services Club is to help develop a further interest in the field of Human Services. We hope to make our services available to Fitchburg State College and the surrounding communities, and to provide an opportunity for interaction among the faculty, students and the community.

International Student Union
The International Student Union is an organization open to all Fitchburg State College students with an interest in international cultures. It promotes awareness of diverse life-styles around the world.

Inter-Varsity Christian Fellowship
Inter-Varsity is a group primarily composed of students who gather together for fellowship, Bible study and worship. It's a place to come and investigate the validity of the Bible and the claims of Jesus Christ. The warmth and caring which exist are only two reasons why you should look into this group. A third is because we are rich - rich in our Love for God.

Jewish Student Union
The JSU, one of the newest FSC organizations, represents the Jewish Religion on campus. It is both a social and religiously based club, with national, local, and regional sponsors. It is open to all interested students. For more information, please contact JSU through the campus mail.

Karate Club
Karate is an age-old art that not only teaches you about self defense, but also inspires confidence in your own abilities. Shotokan Karate is an excellent exercise program for males or females to get into top physical condition. Instruction is by registered Black Belts. Beginners are welcome each semester.

Medical Technology Club
The purposes of this association are to provide Medical Technology students with an insight into their chosen field and

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Final Exams begin

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Closing of: FACULTY ART EXHIBIT, Campus Center Art Gallery

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to keep students on top of the developments concerning medical technology which occur on campus, in the clinical laboratory, and elsewhere. The club also brings students closer to each other and to faculty members on a social level.

Neasylons
The Neasylon Society is always seeking new ways to bring F.S.C. students together. Promoting love, unity and sisterhood, we were recognized In the Fitchburg newspapers for helping to decorate the senior citizens center. In the past, we have been involved in, and will continue to sponsor, such activities as the Alumni Telethon, Alumni Weekend, and the Alumni Reunion.

Newman Association
The Newman Association is the Newman Center's Board of Advisors. It consists of the Newman Center staff, a faculty advisor, as well as representatives of the Folk Group, Eucharistic Ministers, Lectors, Retreat Leaders, Student Government Association, A.I.D., I.F.S.C., Hall Councils, Amnesty International, and other Fitchburg State College club and organization leaders. Its purpose is to coordinate programs, unify students, and advance campus activities that enhance the social, cultural, spiritual, and academic life of the campus community.

For further information regarding the programs and activities of the Newman Center and Chapel, as well as the Newman Association, please call 345-2688.

Nursing Honor Society
Epsilon Beta Chapter
Sigma Theta Tau, Inc.
The purpose of this society is to recognize superior achievement; recognize the development of leadership qualities; and foster high professional standards.

Philodemic Society
The aims of the Philodemic Society are to develop greater school spirit through participating in work, sports, and all social affairs, and to cooperate with civic welfare groups.

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Final Exams end

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Psi Chi
The Psi Chi is the National Honor Society in Psychology was founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. Membership is open to students who are making the study of psychology one of their major interests and who meet the minimum qualifications.

Psychology Club
The Psychology Club is a student run organization whose purpose is to provide activities, information, and support to psychology students, and other majors who are interested in psychology. Any student who wishes to become more involved in the field of psychology is welcome to join the Psychology Club. Meetings are usually held every Thursday from 1:30 to 2:20 PM during the All-College period in the student lounge in Percival Hall.

S.A.D.D. (Students Against Driving Drunk)
S.A.D.D. is a newly formed campus group which seeks to educate others about drinking and driving issues. The club sponsors speakers and other educational programs for the campus as well as area high school S.A.D.D. groups. All students are welcome to join.

S.A.M. (Students for the Advancement of Management)
Your S.A.M. campus chapter is a working model of a real business organization. You'll get hands-on experience making it work! Regular chapter activities will help you develop a wide array of managerial skills such as: goal setting, planning, organizing, controlling, project management, scheduling, prioritizing, budgeting, advertising, marketing, public relations, selling, fund raising, and running productive meetings.

Saxifrage
The Saxifrage Yearbook welcomes student photographers, writers, illustrators, designers, and editors to help record the events of the school year. Your contributions to the Saxifrage will provide you with portfolio material in professional, permanent form.

Scrimshaw
If you lean toward the creative side of writing, poetry, drawing, or photography Scrimshaw, FSC's literary magazine, is for you.

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Indoor Track, Women and Men, Boston College Classic, Boston AWAY

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December 1989

Scrimshaw is a professionally-produced publication displaying the collective imagination of FSC. Contributions must be in by the end of the Fall semester for publication in the Spring. Editorial positions are available through Student Government.

Sociology Club
The purpose of the Sociology Club is to promote interest in the field of sociology, encourage individual growth, and offer an opportunity for interaction between faculty, students, and the college community as a whole.

Special Education Club
The Special Ed Club offers many opportunities for college students to become involved in working with exceptional children and adults. We are a very active club and volunteers are always needed.

The Strobe
The Strobe is Fitchburg State College's weekly student newspaper; written, designed and managed by students. The Strobe's goal is to inform, entertain and persuade its readers. All students, both part and full-time, are encouraged to submit material for publication. The Strobe staff is a good way to gain practical journalism experience.

Student Ambassadors
Student Ambassadors are a group of friendly and enthusiastic students who enjoy representing Fitchburg State to potential students, parents, and visitors alike. In addition to hosting a variety of functions, Ambassadors give weekly individual tours, as well as group tours for "Fridays at Fitchburg." For more information please stop by Student Affairs.

Townhouse Board of Governors
The main goal of the Townhouse Board of Governors is to unite residents and to help them sponsor social events, host barbecues, and hold softball games. The B.O.G. makes suggestions to Student Government and administrators for the purposes of improving the on-campus experience in the unique, family-style townhouses.

Volleyball Club
What do college students do on a Thursday night besides party? Well, many people party in the gym by playing

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Basketball, Men, UMASS Boston 8pm HOME

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Indoor Track, Men and Women, Dartmouth College Relays, Hanover, NH AWAY

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Indoor Track, Men and Women, Dartmouth College Relays, Hanover, NH AWAY

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January 1990

volleyball. This club is open to everyone who enjoys playing volleyball. Just knowing how to hit the ball and how to have a good time will ensure that you enjoy yourself. Most meetings are held on Thursday nights but times and days may vary. Check out the Volleyball Club, it's a great way to meet people.

WXPL

WXPL is the student-run radio station at FSC. Complete with sophisticated broadcasting equipment and an extensive album library, WXPL broadcasts on FM radio at 91.3FM.

All students are encouraged to visit the WXPL studios and become active members of one of the most exciting organizations on the Fitchburg State campus. Once a member, students can audition for air time, or become involved with one of the many behind-the-scenes aspects of the station such as production, programming and music, or join one of the departments such as business, public relations or underwriting.

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Indoor Track, Men and Women, Dartmouth College Relays, Hanover, NH AWAY

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Hockey, Bentley College, Waltham, 8pm AWAY; Basketball, Worcester State College, Women 6pm, Men, 8pm HOME

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Basketball, Women, Elms College, 7pm HOME; Hockey, UMass Boston, 8pm HOME

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Basketball, Salem State College, Salem, Women 1pm, Men, 3pm AWAY

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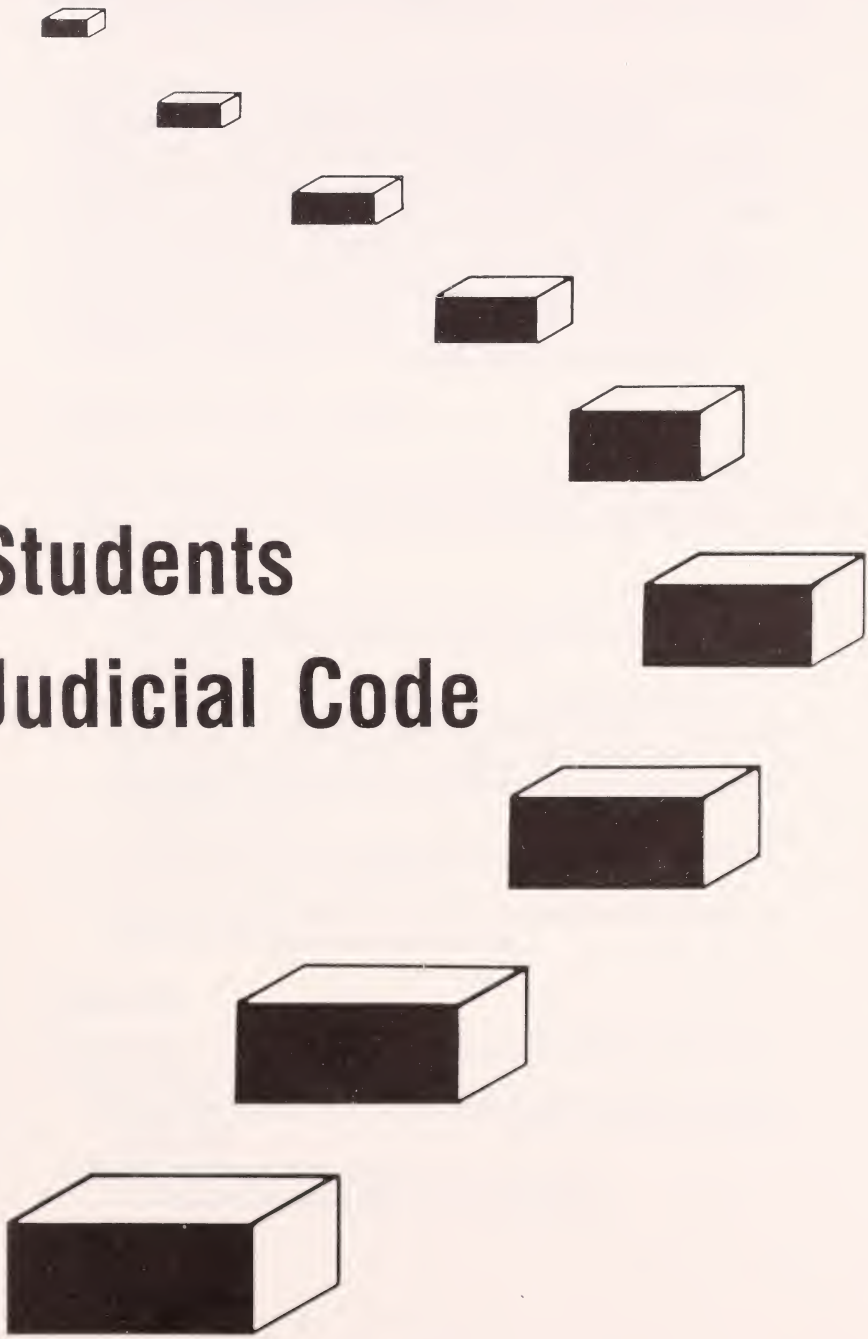

Students Judicial Code

Student Judicial Code

Fitchburg State College expects its students to act in a mature, responsible manner. Respect for the rights of others, openness to new and challenging ideas, civility and courtesy are examples of this expectation. The Student Judicial Code is designed to educate those students who are unaware of how to act maturely and responsibly, as well as to punish those who refuse to act in such a manner. The goal of the Student Judicial system is to support the educational mission of the College by insuring that an atmosphere of acceptance, curiosity and integrity may be maintained on the campus.

STUDENT JUDICIAL BOARD

The Student Judicial Board is composed of eight (8) students, who are selected by the judicial board selection committee, which consists of the current members of the board and its advisor.

A. All members of the Student Judicial Board shall be full-time undergraduate students In good academic standing.

B. The Judicial Board Selection Committee interviews all applicants for positions on the judicial board, and submits nominees to the Executive Council of S.G.A. The Selection Committee may nominate its own members for reappointment.

C. Applications for positions on the Board may be taken at any time there are vacancies.

D. The term of office for each judicial board member and officer shall be one academic year.

OFFICERS

The Student Judicial Board shall have two officers, elected by board members.

A. The Chair shall preside at all meetings and proceedings of the board.

B. The Hearing Officer shall...
   1. Present all cases to the Judicial Board.

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Basketball, Southeastern Mass U. North Dartmouth, Women, 6pm; Men, 8pm AWAY

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Basketball, Anna Maria College, Paxton, Women, 6pm; Men, 8pm AWAY; Hockey, Plymouth State College, 8pm HOME

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Basketball, Westfield State Women, 6pm, Men, 8pm HOME; Indoor Track Women, TAC at Harvard, AWAY; Indoor Track Men, U. S. Coast Guard Academy New London, CT, 1pm AWAY; Hockey, Salem State College, 7:30 pm AWAY

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2. Coordinate procedures and the order of witnesses during hearings.
3. Determine that applicable sanctions have been completed within the specified time limits.

ADVISOR

The Advisor for the Judicial Board is appointed by the Vice President for Student Affairs, shall serve as an ex-officio member of the Board, and shall coordinate the Campus Judicial System, including hearing motions for dismissals of judicial board members for improper conduct or abuse of their positions. The Advisor shall, in this case, allow a hearing with the accused judicial board member, and then decide on the motion. The dismissal of a judicial board member may be appealed to the Vice President for Student Affairs. A judicial board member who has been dismissed may not serve another term.

PROCEDURES

A. Jurisdiction
The Student Judicial Board shall hear complaints concerning student behavior on campus, at college sponsored events off campus, and for violations of the Student Judicial Code which may occur within the Fitchburg/Leominster Standard Metropolitan Statistical Area (SMSA). Violations which occur in Fitchburg State College residence halls will normally be heard by the Residence Life Judicial Board, unless the accused is an off-campus resident, in which case it will be heard by the Campus Judicial Board. Cases involving resident students may be heard by the Campus Judicial Board, if it is determined that the Campus Judicial Board

is the more appropriate forum for adjudication. The advisor and hearing officer shall consult as necessary with the advisor for the Residence Life Judicial Board on such cases

B. Bringing a complaint

1. Any member of the campus community may file a complaint against a student, by submitting a complaint form to the Office of Student Affairs within two weeks of discovery of alleged misconduct by a student.
2. Within three class days after the complaint has been

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Indoor Track, Men, NETAC, Boston, AWAY; Winter Recess Ends; Residence halls open for all students 12noon

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Department meetings and student advising

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Basketball, Framingham State, Women, 6pm, Men, 8pm, AWAY; Hockey, Western New England College, 8:00 pm HOME; Classes begin 8:30am

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Basketball, Suffolk University, Women, 6pm, Men, 8pm, HOME

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Basketball, North Adams State College, Women, 5:30 pm, Men, 7:30 pm AWAY; Indoor Track, Women, Bates College Invitational, Lewiston, ME, AWAY; Indoor Track, Men, BU Classic, Boston, AWAY; Hockey, Tufts University, 8pm HOME

received, the student shall receive notification of the complaint, which shall include:

a. the alleged offense.
b. the name of the complainant.
c. the time and place of the hearing.
d. the names of all witnesses appearing against him or her.
e. that failure to appear will result in the hearing being conducted in his or her absence, and
f. a copy of these regulations
g. card which specifies that failure to choose between a judiclal board hearing and an administrative hearing will result in the hearing being held administratively, and includes a formal request for the names of all witnesses appearing in the accused's behalf.

3. The accused student shall have five class days after receiving notification to consult with the advisor to:
   a. provide the names of witnesses appearing in his or her behalf.
   b. choose a judicial board hearing instead of appearing for an administrative hearing.
   c. admit responsibility for the offense and seek a mediated solution through the advisor.
   d. receive more information about the judicial process, their rights and responsibilities.
4. In cases involving alleged violations of academic policy, the complaint shall be received by the Office of Academic Affairs. The Academic Vice President or designee will provide notification to the accused as noted in item 2, above.

C. The Hearing

1. The hearing shall be scheduled for 5 to 6 class days after the accused has been notified. The advisor and hearing officer may, at their discretion, grant one delay to the accused.
2. Disciplinary hearings are open to board members, the accused, and those taking part in the proceedings.
3. Quorum is four justices. If quorum is not present, the chair shall offer to the accused the opportunity to choose an administrative hearing, or shall reconvene the board within the next two class days to conduct the hearing.
4. The accused has the following rights and responsibilities:
   a. the right to question the complainant and any witnesses appearing against him or her

28	Indoor Track, Women, Boston University Invitational, Boston, AWAY; Indoor Track, Men, Greater Boston Track Club Invitational, AWAY
29	Hockey, Assumption College, 8pm HOME
30	Basketball, Bridgewater State, Women, 6pm, Men, 8pm, AWAY
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1	Hockey, Worcester State, 8pm HOME
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3	Hockey, Plymouth State, Plymouth, NH 5pm AWAY; Indoor Track Men and Women, Williams College Invitational, Williamstown, MA AWAY; Basketball, Worcester State, Women, 5:30 pm, Men, 7:30 pm, AWAY

b. the right to present his or her own case.
c. the right to have an advisor present during the hearing. An advisor does not take part in any proceedings, but may consult with the accused student when necessary, though frequent delays cannot be permitted.
d. the responsibility to conduct himself or herself in a mature manner during the proceedings. Outbursts or threatening statements or gestures will not be tolerated.
e. the right to challenge the bias of board members the right to appeal any decision of the board.

5. The judicial board has the following rights and responsibilities:
   a. the responsibility for individual members to disqualify themselves when they are interested parties in a hearing.
   b. the right to consider, through majority vote, any evidence presented to it.
   c. the right to tape record the proceedings as a protection for the accused and the board. The tape may be borrowed by the accused to prepare his or her appeal.
   d. the right to recess the proceedings at any time, provided they are reconvened within five school days.
   e. the responsibility to arrive at all decisions by majority vote.
   f. the responsibility to consider only evidence introduced at the hearing to determine responsibility.
   g. the right to consider the accused's past judicial history in determining sanctions.
   h. the responsibility to review annually its internal operating procedures and make these available to the accused.
   i. the responsibility to present its decisions to the accused within two class days of the hearing, as well as noting the accused's right to appeal
6. Administrative hearings
   a. shall be conducted in the same manner as judicial board hearings.
   b. shall normally be conducted by the judicial board advisor unless he or she is the complainant or cannot conduct the hearing, in which case he or she shall arrange for another administrator to conduct the hearing.

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Last day for adding/dropping courses

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Basketball, Salem State, Women 6pm, Men, 8pm HOME; Hockey, Framingham State, AWAY

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Basketball, Nichols college, Women 6pm Men, 8pm HOME; Hockey, American International College, Springfield, 7:15 pm AWAY

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Basketball, Westfield State college, Women, 2pm; Men, 4pm AWAY; Indoor Track, Women, Smith Invitational, Northampton, AWAY; Indoor Track, Men, Tufts University, Medford, AWAY

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VIOLATIONS

Violations of the judicial code are placed in levels according to the everity of the violation.

A. Level I: Sanctions up to and including Expulsion

1. Racial, sexual, physical abuse or any action which may subject a person to physical or mental danger or injury, or violation of Chapter 269 of Massachusetts Law: An Act Prohibiting the Practice of Hazing.
2. Theft of property or services on campus or at College sponsored events; knowingly possessing stolen property.
3. Intentionally or recklessly destroying or damaging the property of the college or of another person.
4. Unauthorized distribution or possession for the purposes of distribution of any controlled substance or illegal drugs or alcohol.
5. False reports of fires or other dangerous conditions.
6. Intentionally or recklessly damaging fire safety equipment.
7. Violating the terms of any disciplinary sanction imposed by any college judicial body or written notice from a college official.
8. Possession or use of firearms, fireworks or other dangerous weapons or substances on campus or at College sponsored events.

B. Level II: Sanctions up to and including Suspension

1. Unauthorized possession or use of any controlled substance or illegal drugs or alcohol.
2. Intentionally interfering with normal College sponsored activities or interfering with another person's freedom of expression including but not limited to studying, teaching, research, discrimination or harassment of any kind.
3. Failure to comply with the reasonable request of any College official.
4. Failure to report as instructed when summoned to any campus office.
5. All forms of academic dishonesty including cheating, plagiarism, fabrications, or facilitating academic dishonesty.
6. Tampering with or falsifying any College record or official

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Basketball, Framingham State, Women 6pm, Men, 8pm HOME

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Hockey, North Adams state, North Adams, MA AWAY

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Basketball, North Adams State, Women, 6pm; Men, 8pm HOME

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Basketball, Bridgewater State, Women, 6pm, Men, 8pm HOME; Indoor Track, Men and Women, New England III, AWAY; Hockey, New Hampshire College, 8pm HOME

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document or the records of judicial groups or knowingly submitting false information for incorporation in such records.

7. Representing oneself as another person with or without that person's permission or permitting illegal use of a student ID by another person.
8. Lewd and Lascivious behavior.

C. Level III: Sanctions up to and including Strict Disciplinary Probation:

1. Failure to adhere to College Alcohol Policy, the policies of the Campus Center Pub or other alcohol rules or regulations
2. Failure to adhere to any College policy stated in the College Catalogue, Student Handbook, Housing Occupancy Agreement, or other official College publication of rules, regulations or guidelines

SANCTIONS

Students on Expulsion, Suspension, Deferred Suspension or Strict Disciplinary Probation are ineligible to serve on campus representative committees, hold elected or appointed office in a campus organization or other body, or be a member of an intercollegiate team. All sanctions are recommendations to the President of the College, who may, within five days of receiving the recommendation of the judicial officer or body, modify the sanction.

A. Interim Suspension
Immediate removal from the College of any accused students whose potential behavior might be contrary to their own well being or that of others.

B. Expulsion
Permanent removal from the College.

C. Suspension
Removal from the College for a period ranging from the balance of one semester to a maximum of two years. The expiration of the suspension period is no guarantee of readmittance. Students suspended from the College may not attend evening classes during their suspensions.

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Basketball, Men and Women, MASCAC Tournament; U.S. Presidents' Day- NO CLASSES

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Final day for making up Incomplete Grades from previous semester

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Basketball, Men and Women, MASCAC Tournament

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U.S. & Mass. Constitution Examination

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Indoor Track, Men, All New England at MIT, AWAY

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Indoor Track, Men, All New England, at MIT, AWAY; Basketball, MASCAC Tournament; Indoor Track, Women, All New England, AWAY

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D. Deferred Suspension
A deferred removal from the College for a period up to two semesters. Any proven violation during this period will immediately activate the suspension for its full term, in addition to the sanction for the trigger offense.

E. Strict Disciplinary Probation
A period of time during which a student's behavior is subject to close examination.

F. Disciplinary Probation
A period of time during which a student's behavior is subject to close examination. Students under this sanction may participate in campus wide committees, as officers in student organizations or on intercollegiate teams.

G. Restriction
Denial of access to any campus building, room, activity, class or program, or denial of other student privileges.

H. College/Community Service
Community service or educational project to benefit the College or outside community, or apology to offended parties.

I. Restitution/Fines
Financial compensation for damage or offense paid to offended parties. Fines may be imposed up to three times the value of property. Money collected in excess of property value will be given to the Emergency Student Loan Fund.

J. Censure
Written reprimand.

K. Warning
Written notice that student behavior has been inappropriate. May not be considered as part of judicial history during future judicial action.

APPEALS

A student may appeal a decision of the judicial board or advisor. During an appeal, a case is reheard by the Appeals Board or Appeals Officer. The result could be a finding of "Not responsible," a reduction in sanction, or an increase in

Indoor Track, Women, All New England, AWAY

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Indoor Track, Men and Women, ECAC, AWAY

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March 1990

sanction. Students who originally chose a judicial board hearing will appear before the Appeals Board; those students who choose an administrative hearing will appear before the Appeals officer.

A. Criteria for Appeal

Appeals will be considered based on the following criteria:

1. insufficient evidence
2. prejudicial error
3. excessive sanction
4. new evidence
5. violation of due process
6. other extenuating circumstances as determined by the Appeals Officer or Appeals Board

B. Procedure

1. Students wishing to appeal a judicial decision have five class days to do so, in writing, to the Vice President for Student Affairs, who shall normally serve as the Appeals Officer.
   a. If the student is appealing decisions of suspension or expulsion, the appeal shall be before the President of the College.
2. Once the appeal is received, the Appeals Officer or Appeals Board has five class days in which to meet and to decide if the appeal has sufficient merits to warrant hearing the case, and must inform the student of his, her or its decision within two class days.
3. If the Appeals Officer or Appeals Board decides to hear the appeal, he, she or it will set a time for the appeal within the next five class days. The hearing shall be conducted as a disciplinary hearing, with the student having the same rights and responsibilities, and the Appeals Officer or Appeals Board assuming the rights and responsibilities of the judicial board.
4. Students who wish to appeal the decision of the Appeals Officer or Appeals Board may appeal to the President of the College within five class days.

Indoor Track, Women, ECAC AWAY

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Indoor Track, Women, NCAA, AWAY

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Indoor Track, Men and Women, NCAA AWAY

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March 1990

RECORDS

Judicial records are maintained in the Student Affairs Office, and are kept for five years. In the case of suspension or expulsion, a note to that effect is placed in the student's permanent folder. All records are governed by Federal and State laws as applicable.

Indoor Track, Women, NCAA AWAY

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Spring vacation begins 4:30pm; Residence halls close 5pm

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Miscellaneous

Miscellaneous

Accidents

All accidents should be reported to the Student Affairs Office, Public Safety or the Health Service.

Administrative Withdrawal (Involuntary)

A student will be subject to Involuntary Administrative Withdrawal from Fitchburg State College, or from Fitchburg State residence halls, if it is determined, by clear and convincing evidence, that the student is suffering from a mental disorder, and as a result of the mental disorder:

Has engaged or threatened to engage in behavior which poses a danger of causing physical harm to self or others, or has engaged or threatened to engage in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others.

These standards do not preclude removal from the college, or college residence halls, in accordance with provisions of the residence hall occupancy agreement, or other Fitchburg State College rules or regulations.

Complete copies of guidelines for Involuntary Administrative Withdrawal may be obtained in the Office of Student Affairs.

Alcohol Policies

The following policies govern possession, consumption, service or sale of alcoholic beverages on the FSC campus or in conjunction with off-campus events sponsored by FSC.

Legal Requirements: FSC adheres strictly to Federal, State and local laws governing the manufacture, transportation, distribution, storage, sale and use of alcoholic beverages. Violations of said laws are subject to prosecution by civil authorities and campus judicial process.

A summary of the more pertinent laws include:
The legal age for the consumption, possession and purchase

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of alcoholic beverages is twenty-one (21). A license from the City of Fitchburg is required if alcoholic beverages are to be sold.

No person or group shall purchase or otherwise procure alcoholic beverages for the purpose of consumption by a minor, as legally defined, unless the acquiring person is the spouse, parent or guardian of the minor.

Anyone under the legal drinking age shall not purchase in any manner or transport alcoholic beverages. Transportation is permitted only in the company of a parent or guardian. Public intoxication is governed by civil statutes involving potential civil action.

Driving a motor vehicle while under the influence is illegal and subject to strict penalties. Violations of civil law are subject to civil action.

A Fitchburg City ordinance calls for a $200.00 fine for the possession of open alcoholic beverage containers in public.

FSC Requirements: In addition to the established Federal, State or City laws, the following policies will apply to the property of Fitchburg State College and its use by the college community. Said policies will also apply to off-campus facilities rented or contracted by recognized college clubs and organizations.

Residence Halls: Individuals residing in college owned residence halls who are of legal age will be permitted to consume alcoholic beverages within the privacy of their own rooms. NO KEGS or BEER BALLS will be permitted. Furthermore, there are limits to the amounts of alcohol which may be brought into the residence halls by those of legal age.

Animals on Campus

Due to health and safety considerations, no animals can be allowed on campus or in campus buildings at any time. Obvious exceptions are seeing-eye and laboratory animals.

Spring vacation ends; Residence halls open 12noon

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Softball, Assumption College, 3:30 pm AWAY

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Softball, U. Mass Boston, 3:30 pm AWAY; Final day for withdrawal from classes without penalty

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Softball, Mt. Holyoke College, 3:30 pm HOME

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Baseball, Southern CT State University, New Haven, 1pm AWAY

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Softball, Southeastern Mass U., 1pm HOME; Baseball, Bates College, 1pm HOME; Track & Field, Men FSC Invitational, 11am HOME

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Alumni Office

The Fitchburg State College Alumni Association has a dynamic and active organization on campus sponsoring such programs as merit and need-based student scholarships, group travel and insurance programs, regional alumni clubs, annual fund-raising telethons and the yearly reunion weekend.

The Association, comprised of over 18,000 alumni, sponsors an on-campus chapter of the nationally acclaimed "Student Alumni Association/Student Foundation (SAA)," As a member of SAA students are given the opportunity to become directly involved in the design and planning of alumni friend-raising and fund-raising activities. The Alumni Reunion Weekend will be held October 13,14, & 15, 1989 day and evenings on campus. The Annual Fall Alumni Telethon will be from September 20-November 16, 1989 in the Alumni Office. The New Year's Eve in Montreal will be December 30-January 1.

Bicycle Parking and Storage

Bicycles are a useful means of transportation around campus and town. Parking for bicycles can be found at the entrances to the Campus Center and lower level of the Sanders Building. Storage of bikes for residence hall occupants is available. Contact the residence hall staff.

Bulletin Boards

Bulletin Boards are available in most campus buildings. Signs, announcements, etc., must be approved by SGA or the Student Affairs Office prior to being posted. The SGA also maintains a number of bulletin boards across campus. Check with the SGA office for specific information regarding location and guidelines for use.

Cancellation of Classes

In the event of inclement weather, the cancellation of classes will be reported on WBZ, WEIM, WFGL, WTAG, WLMS, WEEI and WXPL radio stations.

Faculty absences are posted daily in the Condike Science Building, the Information Desk, and Thompson Hall Bulletin Boards. Call (508)DIAL999 for a recorded message on faculty absences and school cancellations.

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Softball, Nichols College 3:30 pm HOME; Baseball, Western CT State University, 1pm AWAY

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Softball, Worcester Polytechnic 4:30 pm AWAY; Baseball, New Hampshire College, 3:30 pm HOME; Track & Field, Women, University of Lowell and Holy Cross, 3:30 pm HOME

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Softball, Eastern Nazarene College, 3:30 pm HOME

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Track & Field, FSC Co-ed Invitational 11am HOME; Softball, Worcester State, 1pm AWAY; Baseball, Worcester State College, 1pm AWAY

Change of Name or Address

You should promptly report any change of name or address to the Registrar's Office so that your permanent record can be corrected accordingly.

Confidentiality of Student Records

This is a summary of the Massachusetts State College System Guidelines pertaining to Confidentiality of Student Records. Copies of the guidelines are available for study at the library and at offices where records are maintained.

Educational Records include records, files, documents and other materials which contain information directly related to a student and are maintained by an educational agency or institution. The following are excluded: personal files of faculty members and administrators; law enforcement records; medical, psychiatric, or psychological records, and employment records of non-student personnel.

Access Rights of Students
Students have access to records other than those pertaining to parental financial information and those containing confidential evaluations and recommendations written prior to January 1, 1975. A student may waive his/her right to access materials submitted after that date but must not be required to do so. When a waiver has been employed, the student may, upon request, be notified of the names of those who have submitted evaluations or recommendations.

Access Rights of Others
No one shall have access to educational records without written consent by the student except for the following:

- Staff and faculty who have a legitimate interest.
- Federal auditors who require information by state and federal statute.
- Financial aid personnel processing applications.
- Research agencies which must use data in such a way that individuals cannot be identified and the information will be destroyed when it is no longer needed.
- Accrediting agencies.

Softball, Salem State, 1pm HOME; Baseball, Salem state, 1pm HOME

8

9

Baseball, Franklin Pierce College Rindge, NH, 3:30 pm AWAY

10

Track & Field, Women, Mt. Holyoke, 3:30 pm HOME

11

Baseball, Wentworth Institute of Technology, 3:30 pm HOME

12

13

Softball, BSC, 1pm AWAY; Baseball, Bridgewater state, 1pm AWAY; Track & Field, Women, Universities of Lowell, Maine; Springfield and Holy Cross Colleges, Worcester, 11am AWAY; Track & Field, Men, Northeastern University, noon, AWAY

14

- Parents of dependent students under certain conditions.
- Others in emergency situations involving health or safety.

Emergency Loans

The Student Affairs Office has a program which provides short-term loans for students. Loans are available for up to $50.00 and must be repaid within two months. All requests are handled on an individual basis and may be granted for non-college and unanticipated expenses only. Such expenses as rent, utilities and books would not qualify.

Facilities Reservations

All requests for use of on-campus facilities must be initiated in the Campus Center Office. Please consult the Campus Center for information regarding facilities and refer to the Programmer's Guide, published by the Campus Center, for specific information.

Food Service

The Food Service at FSC is provided by DAKA (Dining and Kitchen Administration). DAKA's goals and objectives are to provide an outstanding food service to all with high quality food and good service in a clean and pleasant environment.

All resident students, with the exception of Town House residents, are required to purchase a meal plan. Plans may be purchased through the Business Office. There are two plans offered at this time: a 7-day plan and a 5-day lunch plan only.

After purchasing the meal plan, you will be given a meal ticket number to be placed on your College I.D. You must show your I.D. anytime you wish to enter the Dining Commons.

Special Services
If you are Involved teaching or have classes that conflict with meal times, you should make arrangements with the Food Service staff for a bag lunch or an early/late meal.

15

Softball, Westfield State, 1pm AWAY;
Baseball, Westfield State, 1pm AWAY;
Patriots' Day- NO CLASSES

16

Baseball, New England College, 3:30 pm
HOME

17

18

Track & Field, Women and Men, Boston
College Relays, AWAY; All College
Development Day (TENTATIVE)

19

20

Baseball Massachusetts Maritime Academy,
noon, AWAY; Track & field, Men and Women,
Boston College Relays, AWAY

21

If you are ill, you may request a sick tray. You must present a sick tray slip which is signed by your Resident Assistant, along with your College I.D.

If you have any special dietary needs, you should contact the Food Service. Members of the Food Service staff are available to help with the planning and preparation of special diets for students who are vegetarians or who have health problems affecting their diet.

The Food Service Committee is dedicated to opening the channels of communication with two-way input and feedback on all matters concerning the Dining Service.

Hard-to-Find Rooms

If you have ever tried to find one of these rooms, you'll appreciate this handy reference list telling you exactly where they are.

A100, A102, etc. (Conlon Industrial Arts, Basement Level)
Enter the Conlon Industrial Arts building from Highland Ave. (it's the main entrance); turn to the stairs on your right and go down. At the bottom, open the red door and A100-104 are to the left, A108-114 are to the right.

A302A, A302B, A302D (Conlon Industrial Arts, 3rd floor)
Go through the main entrance to the Conlon I.A. building and up the stairs which are on your right. Take a left and walk into Image Systems. The A,B, and D rooms are off of the main work area.

CM150 (Conlon Fine Arts, 1st floor)
Enter the Conlon Fine Arts building (next to Weston Auditorium) from North Street. The entrance to CM150, also known as the Richard Kent Recital Hall, is through the double wooden doors across from where you stand. The room is a moderate-sized auditorium.

GCR1, GCR2 (Gym Classrooms 1 and 2)
These are in the Parkinson Gym. It is easiest to find them by going beyond the base of the blue smokestack and through the back gym door that faces North Street. GCR1 is the third door on your right and GCR2, which is also the weight room, is the first door on your left.

Baseball North Adams State college, 1pm HOME; Softball, North Adams State College, 1pm HOME

22

23

Baseball, Clark University, 3:30 pm HOME

24

25

Softball, Emmanuel College, 3:30 pm HOME; Baseball, Keene State College, 1pm AWAY; Honors Convocation; Afternoon classes suspended 1:30pm

26

27

Track & Field, Men, MASCAC, Westfield State College, Noon AWAY; Baseball, Framingham state College, 1pm HOME; Softball, Framingham State College, 1pm HOME

28

HBA, HBB, HBC, etc. (Hammond Building, 3rd floor)
These are actually areas set off by wall dividers. They are found on the third floor of the Library. Come out of the elevator or stairwell and take a right for A and B. They are on the immediate right; HBC is to the far left end of the building, near the radio station.

MK-A1 (McKay A-Wing, 1st floor)
Instead of going all the way down to the last McKay entrance, enter through the first one near the flagpoles. MK-A1 is in the elementary school, or A-wing of the building on the bottom floor.

P AUD (Percival Auditorium)
This one is easy, it's just that no one knows what it means. Just enter Percival Hall from the quad, go up the short set stairs, take a right through the blue-green double doors and you're there!

SLH (Science Lecture Hall)
This room is a tiered lecture hall located just inside the quad entrance to the low, brick, Sanders Administration building.

T1, T2, T3, T5 (Thompson 1,2, etc.)
Enter Thompson Hall from the quad. Take a right and walk for 20 paces. At the wall-mounted pay phone take two rights to the down staircase. Go down and take a left around the base of the stairs. T3 is in the middle of the corridor on your left and T1, T2, and T5 are all the way to the end of the corridor.

How to Gain Access to a Record

A student who wishes to examine a record must obtain a request form from the Registrar's Office upon presentation of a proper identification card. The request form must be completed, and a photostat together with the identification card presented to the office where the record is kept. Only the permanent card (transcript) is considered as a permanent educational record. Other records may be destroyed in accordance with established schedules. Students may challenge the contents of a record. The keeper of any records will discuss the challenge and indicate steps available to the student.

Track & Field, Women, FSC Invitational, 11am HOME

29

Baseball, Nichols College 3:30 pm HOME

30

Softball, Anna Maria College, 3:30 pm HOME

1

2

Baseball, Gordon College, 3:30 pm HOME

3

Baseball,Curry College, 3:30 pm HOME;
Track & Field, Women, New Englands, AWAY;
Last day of Spring Semester classes

4

Track & Field, Men, New England III, AWAY;
Track & Field, Women, New Englands, AWAY

5

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Types and Locations of Records
The following listing denotes types of records and the record-keeping office in the day division of the College. Students in other divisions of the College should consult with the offices of those Divisions to determine their record-keeping location.

Type of Record	Office
Academic:(transcripts,etc.)	Registrar
Admissions:	Director of Admissions
Athletics:	Director of Athletics
Disciplinary:	Student Affairs
Financial:	Business Office
Financial Aid;Scholarships:	Director of Financial Aid
Placement:	Career Services Office
Veterans:	Registrar's Office

Questions related to the material above should be referred to the Student Affairs Office.

I.D.

Every student is issued a picture I.D. card. The I.D. is your passport for campus services and activities, including the use of the library and pub. Failure to produce your I.D. upon request of a college official is a violation of college policy. If you lose your I.D., you should apply to the Student Affairs Office for a replacement. There is a replacement fee.

Lockers

There are student lockers located in the Conlon Industrial Arts Building and Campus Center. A key for the semester may be obtained at the Campus Center Information Desk for a small refundable deposit.

Lost and Found

Lost and found articles may be claimed at the Public Safety Office.

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Track & Field, Women, New Englands, AWAY;
Baseball, Plymouth State College, 1pm
HOME; Softball, Plymouth State College, 1pm
HOME

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Final Examinations Begin

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Track & Field, Men, All New England, AWAY;
Track & Field, Women, ECAC, AWAY

12

Track & Field, Men, All New England, AWAY;
Track & Field, Women, ECAC AWAY

Non-Discrimination

Any employee or student who believes that he/she has been discriminated against on the basis of race, sex (including sexual harassment), religion, age, color, creed, national origin, marital or parental status, or handicap, may utilize the College's Complaint Procedures. These procedures are available from the Director of Personnel. The Personnel Office is located on the first floor in the Sanders Administration Building.

Past-Due Student Accounts

Any indebtedness to the College which becomes past due immediately jeopardizes the student's enrollment. No such student shall be permitted to graduate or register for a subsequent semester or summer school term. Further, any student who fails to pay all indebtedness to the College may not be issued diplomas, degrees, or other official statements, unless otherwise mandated by law.

Examples of past due accounts include:

- unpaid tuition bills.
- defaulted student loans.

Due dates are posted annually by the Treasurer.

Privacy and Confidentiality Regulations Pursuant to Fair Information Practices Act

Privacy and Confidentiality Regulations Pursuant to the Fair Information Practices Act - F.I.P.A. - (Chapter 776 of the Acts of 1975) are posted, together with a copy of Chapter 776 and the name of the F.I.P.A. administrator on appropriate bulletin boards at the College. They may also be examined at the offices of the Vice Presidents of the College and of the F.I.P. Administrator. Included in these regulations are the following sections intended to implement this law.

I. Intent
II. Definitions
III. Implementation Responsibilities
IV. Security Procedures

Track & Field, Women, ECAC, AWAY

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Final Examinations End

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V. Maintaining Records of Data Usage
VI. Access to Personal Data
VII. Data Subject Objection
VIII. General Procedures
IX. Enforcement Procedures

Students should note that if any of these regulations should conflict with applicable provisions of the federal Family Education Rights and Privacy Act of 1974, as amended, or of any regulations promulgated pursuant to said act, the provisions of said federal act of federal regulations shall control.

Public Safety
ext. 3111 or 345-5678

The Campus Public Safety Department provides a twenty-four hour a day, three hundred and sixty-five day per year presence of Public Safety Police Officers on the campus. The department is responsible for providing protection for you and your property while on campus.

The professional staff strives to make the campus as secure an environment as possible and prides itself on its courtesy, willingness to help those in need, and thoroughness in handling problems.

Public Safety regulates parking spaces by a color coded, parking decal system. Overnight parking on-campus is restricted to students whose curriculum requires personal transportation for nursing, teaching, or internship assignments. Decals are available from Public Safety for those eligible.

Overnight parking is banned by the City of Fitchburg on all streets from December 1st to April 1st, or when there is 3 or more inches of snow.

Public Safety also provides:

- Lost and Found
- An escort service which is available to ensure your safety when walking on campus at night. The escorts are available from 7pm-1am, 7 days a week.
- Investigation of all criminal incidents.
- Emergency transportation after 8pm to Burbank.

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Track & Field, Men and Women, NCAA, AWAY

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Transcripts

Transcripts are available from the Office of the Registrar and will be sent at your request for a charge of $1.00.

Trespassing Upon the Land of Certain Institutions
Fitchburg State College is governed by the Massachusetts Trespass Act, enacted June 2, 1969.

"Whoever willfully trespasses upon land or premises belonging to the Commonwealth, or to any authority established by the general court for purposes incidental to higher education...after notice from an officer of any said institutions to leave said land, remains thereon, shall be punished by a fine of not more than $50.00 or by imprisonment for not more than three months."

Commencement 10:30am- Campus Quadrangle

27

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2

June 1990

Departmental/ Program Chairpersons

Departmental/Program Chairpersons

1989/90

Behavioral Sciences	
Dr. Peter Hogan	Percival Room 6
Biology	
Dr. Howard Thomas	CS116
Business Administration	
Dr. Howard Cox	MK C286
Chemistry	
Dr. Daniel Robinson	CS205
Communications/Media	
Dr. Lee DeNike	A315
Computer Science	
Dr. Aparna Mahadev	E103
ECES (Early Child/Elem/Sec Ed)	
Dr. George Miller	MK B232B
English	
Dr. Irene Harris	Miller 28
Humanities	
Dr. Richard DeCesare	CM252
Industrial Technology	
Dr. Philip Tardanico	A344
Library	
Mr. Robert Foley	Library
Mathematics	
Dr. Barry Light	Miller 36
Medical Technology	
Ms. Dorothy Boisvert	CS301
Nursing	
TBA	T105
Physical Education	
Dr. Thomas Battinelli	Gym 2nd floor
Physics	
Dr. Esmail Valanejad	MK C191
R.O.T.C. (Military Service)	
Maj. Raoul Archambault	Anthony 205
Social Sciences	
Dr. Shirley Wagner	Miller 30
Special Education	
Dr. Anne May	MK B141

Fitchburg
STATE COLLEGE

It is the policy and commitment of Fitchburg State College not to discriminate on the basis of race, religion, color, age, sex, handicap, veteran status, marital status, or national origin in its educational programs, activities, admissions or employment policies and to actively comply with the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX of the Educational Act of 1972; Section 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; and pertinent laws, regulations and executive directives of the Board of Regents of Higher Education, the Commonwealth of Massachusetts, and other applicable state and federal statutes

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